

Board of Directors Meeting Minutes

Date: May 16, 2015

Time: 10:00AM-12:00PM

Location: TBC for CBT Group Room, 511 Wilbur St. Brandon, Florida 33511

Attendees: Charlie O'Neil, Nancy Gordon, Gordana Krone Pam Hernandez , Kelly Turner

Absent: Sharon Bowman, Lisa Pennix, Casey Beaver, Jacki Krone

Next Meeting: Scheduled for **June 27**, 2015

Next month Mindfulness Leader: Nancy

Meeting called to order: 10:00 AM by Charlie.

Mindfulness Exercise led by: Pam: Coloring mindfully

1. Minutes reviewed and approved as written.

Action Items:

- a. Nancy covered for Jacki and will distribute agenda and all board members will print out and bring current month's minutes to the meeting
- b. Nancy will post minutes on the website

2. Treasurers Financial Report and Fundraising:

Nancy reported, in Lisa's absence, \$7400.00 in bank, the April P & L report was reviewed.

Tax report for 2014 was filed. Pam attempted to reach her contact at WalMart re: donations and offered the Honey Baked Ham fundraiser again this year which the board gratefully accepted.

Action Item(s):

- a) Will need to find someone to do financial reports and cover given Lisa's resignation from the board. Plan A ask Lisa to continue with bookkeeping and Jacki to combine treasurer/secretary functions until we have a treasurer. Plan B ask Tom to cover during the interim. (see discussion in new business) Nancy will contact Lisa to ask her and Pam will follow up with Tom if we need plan B.

3. Meeting date/Announcements: Next meeting changed to **6/27/2015** confirmed due to absence of Nancy and Charlie for a wedding and the board being so small now.

Action Item (s): a. Nancy will put all meeting dates and announcements on the website.

4. By-Laws-Articles of Incorporation: Charlie scheduled conference call with attorney for Monday 5/18.

Action Items:

- a) Charlie will review Bylaws with attorney and bring them back to the Board for a vote next meeting.

5. Website and Social Media Update: Nancy contacted Michael and Michelle and they will be working on the website next week on the specific action items below. We reviewed the stats and there are as many as 75 views in one day. There seems to be a strong link between the facebook posts and the hits on the website. Nancy also reported a new DBT program to add in Del Ray Beach.

Action Items:

- a. Amazon smile link will be added.
- b. Automatic sign up link to newsletter, email list will be added.
- c. Nancy will add DBT program in Del Ray Beach
- e. Gordana and Nancy (and Casey?) will be continuing to add content to the blogs and websites and Social Media.
- f. Need to follow up on the status of a Twitter Account. Gordana?

6. **Strategic Business Plan:** Deferred until next meeting. Charlie sent out the corrected draft which we will finalize next month.

Action Items:

- a) Charlie will send out the updated draft so we can finish the last two pages. Board members agreed to read and comment on them to prepare for next meeting.

7. **Educational Event Planning:** Discussed how well the last event went except for turnout but the discussion was excellent. Some questions about the film. Discussed the planning for this week's event, and where it was marketed. PDF Flyer was prepared by Gordana and Nancy converted it to a jpeg so it could be attached to Facebook and other social media and distributed it.

Action Items:

- a.) We need to determine in June where to place our next series of educational lectures and do a review of what worked, what didn't and what we learned.

8. **Support Group:** Pam reported on the success of the first support groups she and Jacki held and discussion was held re: potential liability issues, how and where we could start one in Hillsborough County. The Board was very excited to have this service available.

Action Items:

- a.) Nancy and Kelly will distribute information to parents or family members who have been through either the adolescent DBT skills group or the Family Education and Support Program to generate interest in a Hillsborough County group. Nancy offered the TBC group room and we discussed July as a possible start date. Pam and Jacki will continue to pilot their first group in Pinellas.

9. **New Business:**

Board Member Resignations: Discussed feelings and ideas about the resignations of Casey (VP) and Lisa (Treasurer). Charlie nominated Gordana for VP and this was seconded and she accepted the nomination which was voted on and approved. This led to the discussion about the need to develop an SOP around recruiting Board position. We also discussed the need to have an annual meeting at which elections and other annual business will be held and that we would hold that meeting in March and combine the meeting with a fun activity like going to the beach which was offered by Pam. The Board also approved the idea of asking Lisa to continue with the bookkeeping until we get someone in that position (anticipated for 3 months) with asking Jacki if she would temporarily combine the secretary/treasurer role until that position is filled and just get the reports from Lisa as plan A. Pam stated that Tom would be willing to step in on an interim basis as Plan B.

Action Items:

- a.) Nancy will generate a draft of the Board Recruitment SOP
- b.) Charlie will insure that the annual meeting date will be included in the Bylaws and Business/Strategic Plan.

- c.) Nancy will ask Lisa if she will continue to help with the bookkeeping in the interim and Jacki to combine the secretary/treasurer position. If not, Pam will ask Tom to step in.
- d.) Gordana agreed to reach out to Sharon to find out what her wishes are re: continuing with the Board and to recommend a leave of absence if she can't make it to meetings.

May is BPD Awareness Month: Positive feedback around the pictures Jacki, Casey, Gordana and Pam did and posted on Facebook. Nancy and Charlie are working on getting theirs done and discussion was held about using these or other pictures on the Board page of the website. It was approved by the Board to post those pictures of Board members who are ok with it on the Board page of the Website.

Action Item:

- a.) Nancy or Gordana will post pictures that people want posted. Kelly and Nancy will use their pictures from their websites.

Meeting Adjourned at 12:00 PM