CACHE BOARD OF DIRECTORS MEETING Minutes, Tuesday, January 19, 2010

The meeting of the CACHE Board of Directors was <u>called to order</u> at 8:30 A.M. by Robyn Gerry, Chairperson. The meeting was held at the CACHE office, 63 South Main Street, Liberty, N.Y. in the boardroom, 2nd floor.

The following **Board Members** were **present**:

Rosa Mason Robyn Gerry Ester Harris Sister Kevin John Shields, OP Arleen Glass (by phone)

Others present:

Andrew Arias, CPA

Gladys Walker, Executive Director

There were no **community concerns**.

There were no communications received.

Arleen Glass joined the Board of Directors by phone at 8:55 A.M.

<u>Approval of Minutes</u>: Ester Harris moved to accept the minutes dated September 15, 2009 and 2nd by Rosa Mason. The motion was carried.

Ester Harris moved to take the agenda out of order and move to "New Business" to receive the Exit Audit from our Auditor, Andrew Arias, CPA. The motion was 2nd by Arleen Glass. The motion was carried.

New Business: Andrew Arias reviewed the audit for the period ending March 31, 2009 with the Board. He reviewed the audit letter to the Board and noted an error in the date of the letter. A new letter with the correct date will be mailed to Board members. The letter included an internal control comment advising the Board that it was noted during the review of the organization's cash disbursements procedures that many of the disbursements did not contain two approval signatures as required by the Organization's policies and procedures. He stated the organization must adhere to its policies and procedures. Gladys Walker & Katherine Schaefer 's response is included in the audit letter. Previous recommendations were also reviewed. The "Statement of Financial Position", "Statement of Activities", "Statement of Cash Flows" and "Statement of Functional Expenses" were reviewed with the Board. There was a clean opinion on the single audit. By August of 2010 CACHE will be debt free. This refers to paying off the green van. Andrew Arias invited the Board to contact him if they later have questions about the audit.

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Robyn asked how much Family Development is owed. Gladys said \$ 56,014. Also CSBG is late sending funds due the agency. The Parent Aide grant is \$ 95,000 less this year than last year. Walter joined us to explain were we are in the process of collecting from the county. He is in touch with the county staff processing the paperwork and expects a payment soon. Gladys is working with the staff to make some recommendations regarding the strategic plan to the Board.

There was no **Old Business**.

<u>Other</u>: The Executive / Finance and Board Development / Planning Committees will meet on Thursday, February 25, 2010 at 8 A.M. at the CACHE office.

The meeting was adjourned at 9:30 A.M.