

**CACHE BOARD OF DIRECTORS
BOARD SPECIAL MEETING MINUTES**

*September 18th, 2012
63 South Main Street
Board Room, 2nd Floor
Liberty, NY 12754*

Board Special Meeting called to order at 8:52am by **Rosa Mason, Chairperson of the Board**. Special Meeting held after notification of Board Meeting scheduled for 9.18.2012 was given to all Board Members within 24 hours of scheduled meeting (notification sent via email to all Board Members on 9.11.2012).

The Following Board Members were present:

Rosa Mason
Jesse Hinton
Anita Parkhurst
Sister Kevin John Shields, OP

Others Present:

Gladys Walker, Executive Director of CACHE
Kim Ramose, Fiscal Officer
Josephine V. Finn, Attorney, CACHE Board of Directors

Community Concerns

There were no community concerns presented to the Board Members

Communications Received:

Thank-you card was received on behalf of former Board Member, Robyn Gerry who served on the Board of Directors for 12 years. The Executive Director, Gladys Walker, read card aloud to attending Board Members. Board Members acknowledged card and expressed their appreciation for the thoughtful card.

Approval of Minutes: July 31st, 2012 (Special Meeting Held)

Corrections to the meeting minutes noted by the Board Members goes as the following; Anthony Valle's term will be July 2012-March 2012. Anthony Valle should be listed on Roll Call for Special Meeting. All attending Board Members acknowledged corrections made. Rosa Mason, Chairperson of the Board, entertained a motion to accept the meeting minutes for July 31st 2012. Moved by Anita Parkhurst and 2nd by Sister Kevin-John Shields, OP. Motion carried. All in favor and none opposed.

Approval of Minutes: August 31st, 2012 (Special Meeting Held)

Meeting minutes, which includes the presentation of the Financial Report by Fiscal Officer, Kim Ramos was reviewed by Board Members. There were no concerns noted. Rosa Mason, Chairperson of the Board, entertained a motion to accept the meeting minutes. Motion moved by Anita Parkhurst and 2nd by Sister Kevin-John Shields, OP. Motion carried. All in favor and none opposed.

Committee Reports:

- Executive/Finance Committee distributed to the Board members the meeting minutes from Executive/Finance Committee meeting held on August 31st, 2012. Rosa Mason, Chairperson of the Board, noted to the attending Board Member that the distributed agenda shows incorrect date (August 29th, 2012). Correction acknowledged by Board Members. Meeting minutes were reviewed by attending Board Members. There were no concerns noted.
- There was no Personnel Committee Report
- There was no Board Development/Planning Committee Report

Also noted to the Board, absent Board Member, Esther Harris will need to be reseated at next Board Meeting.

Executive Director's Report:

Report presented to the Board by Executive Director, Gladys Walker. Presentation of the report highlighted the following; CACHE is currently looking for per-diem bookkeeper (only four responses since listing employment opportunity through Craig's List and Sullivan County Democrat-newspaper). Kim Ramos, FO, informed Board Members that interviews would likely begin the first week of October of 2012. Also highlighted within the report is the discussion between the Executive Director, Gladys Walker, and Linda Snead, Assistant Director of the Division of Community Services in New York City which depicted the need for additional training for Kim Ramos, FO. Ms. Snead suggested that CACHE look into obtaining a non-profit CPA for Kim. Gladys will continue to update the Board with developments regarding this recommendation.

Kim Ramos, FO, suggested to the Board that the agency budget report be represented by the agency's fiscal year opposed to the Calendar Year. Board members acknowledged request and granted permission to adapt new report criteria without objection from any Board Member present. Anita Parkhurst also suggested that Fiscal Officer provide balance sheets to Members of the Board as well as line of credit reports as necessary. Kim Ramos, FO and Gladys Walker, ED agreed and did point out that this practice had been done in the past and will now be re-implemented.

Old Business

-CACHE, Inc. Strategic Plan 2010-2013; Anita Parkhurst suggested to the Board Members that the Strategic Plan report be disclosed to full body of Board Members, and therefore should be postponed until next Board Meeting. Board members acknowledged request and granted such recommendation.

New Business

Board Members read and signed "Board of Directors Annual Statement of Commitment" form. There were no concerns noted.

Other

N/A

Executive Session:

Rosa Mason, Board Chairperson, entertained motion to move into Executive Session @9:19am. Moved by Anita Parkhurst and 2nd by Sister Kevin John Shields, OP. Executive Session held to discuss personnel matters in the fiscal department. Gladys Walker, Executive Director, will continue to update Board Members pertaining to concerns discussed with possible resolution. Rosa Mason, Chairperson of the Board, entertained motion to come out of Executive Session @9:36am. Moved by Sister Kevin John Shields, OP and 2nd by Anita Parkhurst. Motion carried. All in favor and none opposed.

Motion to adjourn board meeting by Rosa Mason, Chairperson of the Board at 9:37am. Moved by Sister Kevin John Shields, OP. and 2nd by Anita Parkhurst. Motion carried. Meeting adjourned.

Minutes taken by Jesse Hinton, Secretary of the Board of Directors