

CACHE BOARD OF DIRECTORS
EMERGENCY BOARD MEETING MINUTES

Tuesday, September 17th, 2013

63 South Main St.

Board Room 2nd Floor

Liberty, NY 12754

Board of Directors Emergency Meeting called to order at 8:15am by Board Chairperson, Rosa Mason. The meeting was held at the following location; 63 South Main Street, 2ND Floor, Liberty NY 12754.

Board Members Present:

Rosa Mason

Jesse L. Hinton

Anita Parkhurst

Anthony Valle

Members Absent:

Charles Olsen, Jr.

Esther Harris

Sister Kevin John Shields, OP

Others Present:

Gladys Walker, CACHE Executive Director

Yuling Tang Brown, Acting Fiscal Officer

Demi Cruz, Bookkeeper in Training

Documents distributed and reviewed during meeting:

Exhibit A: Board Meeting Minutes for July 16th, 2013

Exhibit B: CACHE Budget Package (Agency Wide Budget, Individual Department Budgets, Balance Sheet for period ending 8.30.13, Line of Credit Reconciliation, and CACHE Tax Calendar 2013

Exhibit C: ROMA Training Packet/Power Point Presentation

Community Concerns:

There were no community concerns.

Communications Received: Letter of Resignation from CACHE Executive Director, Gladys Walker

Letter of resignation received by the Board and read aloud by Board Member, Anita Parkhurst. Gladys Walker has provided notice within the letter of resignation of her anticipated resignation for Tuesday, December 31st, 2013. Board Chairperson, Rosa Mason entertained motion to accept CACHE's Executive Director, Gladys Walker's letter of resignation. Motion moved by Anita Parkhurst, and 2nd by Anthony Valle. All Board Members approved (4/4). None opposed. Motion carried.

Approval of Minutes: Board Meeting Minutes for July 16th, 2013 (*Exhibit A*)

Board members provided with copy of Board Meeting Minutes for July 16th, 2013 via email distribution prior to meeting. All Board Members in agreement of minutes reviewed without concern or request of amendments/edit. Board Chairperson, Rosa Mason entertained motion to accept July 16th, 2013 Board Meeting Minutes. Motion moved by Anita Parkhurst, and 2nd by Anthony Valle. All Board Members approved (4/4). None opposed. Motion carried.

Presentation of Fiscal Package: Presentation Provided by Acting Fiscal Officer, Yuling Ting Brown (*Exhibit B*)

Package reviewed by attending Board Members as presentation was given. Board has requested that, moving forward, a report is provided regarding the amount of days out for accounts payable and receivable so an indication can be determined as to how long funds would take to be received. Acting Fiscal Officer agreed and will provide report moving forward within Fiscal Package.

Board Members reviewed and discussed each area of the fiscal package without any concerns noted. Board Chairperson, Rosa Mason entertained motion to accept the Presentation of the Fiscal Package. Motion moved by Jesse Hinton, and 2nd by Anita Parkhurst. All Board Members approved (4/4). None opposed. Motion carried.

With the recent resignation of previous Fiscal Officer, Kimberly Ramos, Executive Director, Gladys Walker has requested that the Board discuss and vote on the acceptance of Acting Fiscal Officer, Yuling Ting Brown as signer as needed for CACHE checks and handler for cash and checks. Board Chairperson, Rosa Mason entertained motion to accept Acting Fiscal Officer, Yuling Ting Brown as signer as needed for CACHE checks and handler for cash and checks. Motion moved by Jesse Hinton, and 2nd by Anita Parkhurst. All Board Members approved (4/4). None opposed. Motion carried.

Committee Reports:

Executive Finance Committee-No report received

Personnel Committee-Committee has determined that there was no longer a need to develop and deliver an evaluation review for the anticipated resignation of Executive Director, Gladys Walker, as agreed by Gladys.

Board Development/Planning Committee-No report received

BYLAW ADHOC Committee Report-no report received

Executive Directors Report: There was no report reviewed.

Old Business: None discussed

New Business: ROMA Training Provided to Board of Directors by Karla Digirolamo, Executive Director, and Jacqueline Orr, Director of Operations of the NYS Community Action Association

Other: N/A

Executive Session:

There was no executive session held.

Board Chairperson, Rosa Mason entertained motion to adjourn meeting. Motion moved by Anita Parkhurst, and 2nd by Anthony Valle. All Board Members approved (4/4). None opposed. Motion carried.

Board Meeting adjourned at 10:14am