

ZONTA CARES, INC

BOARD MEETING

October 19 2015

12:00 pm
Leon County Tax Collector
1276 Metropolitan Boulevard
Metro 8
Conference Room

Board of Directors

President Wendy Grey	Vice President Doris Maloy	Secretary
Treasurer Linda Shelley	Director Jo Conte	Director Joel Dawson
Director Lisa Maynard Pasquarelli	Director Lorraine Summers	

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Financial Report
5. New Business
 - a. Conflict and Disclosure Forms
 - b. Reserve Fund policy
 - c. Board Membership
 - d. Election of Secretary
 - e. Zonta Cares Website
6. Old Business
7. Announcements
8. Adjournment

Zonta Cares, Inc. Board Meeting

Minutes

Monday, October 19 2015

12 Noon

Metro 8 Conference Room

Members Present: Wendy Grey, Linda Shelley, Doris Maloy, Lorraine Summers, Joel Dawson.

Member Absent: Jo Conte, Lisa Maynard Pasquarelli

President Wendy Grey called the meeting of the Zonta Cares, Inc., Board of Directors to order at 12:05 PM. The Agenda was approved with the following additions:

- Discussion of HOPE budget
- Status of TLT fundraiser.

Minutes: The July 13 minutes were approved. Motion: Linda Shelley. Second: Doris Maloy

Financial Report: Linda Shelley provided the Financial Report as of September 30, 2015 which stated cash balance forward of \$18,374.84 and an unencumbered cash balance of \$4,813.26. The report was accepted.

New Business

Conflict of Interest/Disclosure Forms: Members present provided forms as needed.

Reserve Fund Policy: After discussion regarding the need for a reserve fund in budget at this time, Doris Maloy moved that funds not be allocated for the 2015-2016 Cares budget. Joel Dawson seconded. Motion passed unanimously.

There was discussion regarding the fact that Cares is budgeting more than we have coming in. By next year, this is likely to impact Care's ability to fully fund service projects as they stand now. Linda and Joel will address this issue with the Club Board.

Board Membership: The Board currently has 7 members, meeting the requirements of the bylaws. It was agreed that Wendy will put out a notice to Club members, inviting anyone interested in serving on the Cares to Board to apply.

Election of Secretary: Linda Shelley nominated Lorraine Summers as secretary. There were no further nominations. Joel Dawson seconded the motion, which passed unanimously.

Zonta Cares Website: Wendy reported that she has updated the website with assistance from Jeanna Olson. Wendy will confirm that the reimbursement form online has the correct contact information for Treasurer.

Zonta Cares
October 19, 2015

HOPE Budget: \$716 has been donated to Zonta Cares specifically for HOPE. This amount will be added to the previously approved budget of \$2,600. Joel noted that there has been an increase in the number of transitions from the shelter to permanent housing.

Joel advised that HOPE staff noted that the money allocated for bus passes was not being used. It was decided that Joel, as Club Service Chair, will reallocate funds within the Hope budget up to 10% and will advise the Cares Board if additional changes are needed.

There was a request that Joel ask HOPE whether they are tracking women moving into permanent housing to see if they are in a stable condition after 6 months.

TLT Fundraiser: Wendy will follow up with Lisa to find out when Theater Night will be held.

Other business: Linda advised that she deposited \$545 received at the Club's wine and cheese fundraiser into the Cares bank account. This money will be passed through to the Club for educational purposes.

The November Board meeting was cancelled.

There being no other business, the meeting was adjourned at 1 PM.

Respectfully submitted

Wendy Grey

A

B

C

Financial Statement
As of September 30, 2015

2			
3			
4			
5			
6	CASH ON HAND**		\$18,374.84
7			
8			
9	ENCUMBERED FUNDS		
10			
11		*Budgeted Funds Remaining for 2015-16	\$11,839.20
12		(\$13,000 -1,160.80)	
13			
14			
15		Outstanding checks	\$172.38
16			\$1,225.00
17			\$325.00
18			
19			
20			
21	UNENCUMBERED CASH BALANCE		\$4,813.26
22			
23			
24			
25			
26			
27			
28			
29			
30	** Includes \$545.00 from Wine tasting/Jewelry July fundraiser		
31	* Expenditures: \$848.74 Hope Project (\$497.38 outstanding; total \$1,346.12)		
32	\$312.06 Comfort Packs (\$44.26 outstanding; total \$356.32)		
33	\$1,225 ZI Foundation		
34			
35			