

GateWay Counseling Center
Board of Commissioner's Meeting Minutes
November 19, 2019

Members Present: Ken Porter, Oscar Tribble, Keri Hanselman, Jessica Holman, Jimmy Garrett, Leland Nelson

Members Absent: Terry Grubbs **Staff Present:** Charlie Stinson **Guest:**

- 1) Call to order: in accordance with the Freedom of Information Act, notice of this meeting date, time, location, and agenda was posted in the lobby of GCC and on the website. All votes were unanimous unless otherwise noted. Meeting called to order at 6:04 pm.
- 2) Approval/additions to agenda: Motion Leland N., Second Jimmy G., approved.
- 3) Review/Approval of minutes: September 10, 2019. Motion Leland N., Second Jimmy G., approved.
- 4) Board member update: Stinson welcomed Jessica H. back to her first meeting in the recent months and asked her to update the group on the process of her husband after his motorcycle accident earlier in the year. Group wished her and her family the best as they continue to help him heal.
- 5) Financial Report
Stinson spent extra time this month and reviewed October financials in depth. After a slower first quarter of the fiscal year October was a busy month. Stinson detailed all income and expenditure items and focused on the areas that are affected by higher productivity and frugal supply management.
- 6) Old Business:
 - a) Board Seminar: Stinson shared agenda for Board Seminar. All Board members were reminded that the date is later this year, January 30th-2nd. Room preferences were gathered and will be reserved ASAP. Tentative Board dinner will be Saturday Feb 1st at the Library. Stinson will contact Mr. Grubbs tomorrow to look at getting reservations. If any changes need to occur Stinson will communicate with the Board. Jessica H. will not be able to attend as she will be on a family vacation.
 - b) Computer changes/IT: Due to issues with email service from old provider GateWay will be looking to change to Office 365 ASAP. The website hosting may also need to be changed. Stinson will update.
- 7) New Business:
 - a) Holiday party: The party will be December 20th, 2019 at noon at Stinson's house. All Board members and a guest are invited for a lunch and fellowship.
 - b) Holiday PTO: Due to the way that the Christmas holiday falls this year is placed the Holiday week with Monday and Friday being the only days that will be worked. Due to

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the fact that Fridays are normally a short day, Stinson requested the flexibility to have Friday be an approved day off if client care is covered. Board approved request.

8) Adjournment: Motion Jimmy G., Second Keri H., all in favor.

Next meeting will be December 10th, 2019 at 6 pm at GCC.

Respectfully submitted by Charles Stinson, Executive Director

Approved by _____ Date _____
Board Chair or designee