

LCS Board Meeting Minutes



10:00 AM, Thursday, February 17th, 2022

At the West Annex

Members Present:

President - Stephen Irvin Balfour (1st term to 2022);
Treasurer - Andrew Timothy Boardman (2nd term to 2023);
Secretary - George William Radford (2nd term to 2022);
Director - Richard Joseph Chase (1st term to 2022);
Director - Brian Thomas Dalziel (2nd term to 2022);
Director - Hunter Lee Johnson III (1st term to 2023);
Director - Larry John Barnhardt; (2nd term to 2023);
Director - Leigh Ann Manheim (2nd term to 2022);
Director - Gregory Kyle Custer (1st term to 2023).
Past President - Carole Jeanne Wolff.

Members absent:

Director - Christy Carter Caldwell (2nd term to 2023);
Director - Yolanda Martínez Llamas (2st term to 2022);
Vice-president - Michael Ross Searles (1st term to 2022);

Vacant positions:

Director - (2nd term to 2022);

Also Present

Luis Francisco Pacheco Camara, Executive Director

1. Call to Order: Steve Balfour, President, at 10:06 AM.

2. Determination of a Quorum:

There was a determination of a Quorum with nine of twelve voting members present.

3. Adoption of Agenda:

Motion: M/S/C Steve Balfour/George Radford to approve the February 17th 2022 agenda. The Board unanimously approved. **Motion carried.**

4. President's Report: Steve Balfour

- Board Retreat
 - **Scheduled for April 21 on the LCS Campus**

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- Board Standing Committees will be addressed at the retreat. All Board members are expected to serve on at least one committee
 - Fund Development - Positions Open
 - Programs - All Positions Open
 - Audit - Positions Open
 - Finance - Tim Boardman, chair is in good shape
 - Marketing/Communications - Possibly the Community Committee? Positions Open
 - Campus - Larry Barnhardt, chair, has a good team
- Where we were, Where we have been - Where we need to go
- Campus Committee What is in the works
- 2020/21 were years of financial focus
- Priorities for 2022 - the year of Customer Service Focus
 - Database - how it impacts customer service
 - HR Matters - supporting Exec Director
 - Volunteers
- Concert Updates
 - Upcoming
 - March 15 - US2
 - FoodBank Lakeside benefit show March 20 - Seth Sikes
- Annual Giving Status - Luis is developing an annual calendar of fundraising events to better plan activities throughout the year.
- Business Members - The LCS should consider using the term Business Sponsor to reflect the true support they provide.

5. Secretary's Report: George Radford, Secretary

- **Motion:** M/S/C George Radford/Rick Chase to approve the minutes of the January 20th, 2022 Board Meeting. The Board unanimously approved. **Motion Carried.**
- **Motion:** M/S/C George Radford/Rick Chase to approve the minutes of the Special Board Meeting January 31st, 2022 convened to approve the Minutes of the

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special General Assembly of January 31st, 2022. The Board unanimously approved. **Motion Carried.**

6. Treasurer's report: Tim Boardman, Treasurer.

- In the Treasurer's absence the report for February will be sent at a later date.

7. Campus Working Group: Larry Barnhardt, Chairperson

- **Recognition Policies Rick Chase**
 - POLICY # B-9 REQUESTS FOR RECOGNITION OF INDIVIDUALS OR ORGANIZATIONS ON LCS CAMPUS
 - **Motion:** M/S/C Rick Chase/Brian dalziel to approve the policy of LCS that any requests for recognition of individuals or organizations in any permanent form on the LCS campus must receive unanimous Board of Directors approval. **Discussion.** The Board unanimously approved. **Motion Carried.**
 - POLICY # E-10 VOLUNTEER RECOGNITION POLICY
 - **Motion:** M/S/C Rick Chase/Larry Barnhardt. It is the policy of LCS that all LCS volunteers are recognized annually at a luncheon and Life Membership Awards be granted to those volunteers who have reached twenty (20) years of volunteer service at LCS. **Discussion.** The Board unanimously approved. **Motion Carried.**
- **Overall Campus Needs Assessment - George Radford** Plans are being developed to approach the needs analysis on several fronts simultaneously. Volunteers will be sought to work on the projects

8. Board Development Committee: Hunter Johnson, Chairperson

- The list of candidates used for Board positions should be referenced in establishing LCS standing committees

9. Audit Committee - Brian Dalziel, Chairperson

- The external audit is being completed and will be available in advance of the March 2022 Annual General Assembly

10. Mexican Advisory Council: Yolly Martinez, Chairperson

- Yolly Martinez was not available for a report.

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11. Executive Director's Report - Luis Francisco Pacheco

Due to time limitations Luis covered the highlights. More information is contained in his monthly status report.

- **LCS attendance** is steadily rising with well over 1,000 visitors recorded for the past two weeks.
- **West Annex** Work is underway to prepare for the new staircase to the second floor.
- **Housekeeping** A schedule of work for housekeepers is being developed to better manage their time. The plan will include supplies management maintenance activities.

12. Old Business: None.

13. New Business: None.

14. Adjournment: M/S/C Rick Chase/Leigh Manheim to adjourn the meeting. The Board unanimously approved adjournment at 12:25 P.M.

The next board meeting date will be Thursday, March 17th, 2022 at 10:00 A.M. in the West Annex.

George William Radford, Secretary

Date of Approval: March 17th, 2022

Stephen Irvin Balfour, President