

## SHARE Center Board Meeting

### MINUTES

3.27.25

- I. **In Attendance: Carol Wilbur, Ricki Stevenson, Lawanda Crump, Roy Shaffer, Robert Elchert**
  
- II. **Meeting Commenced at 5:44pm**
  
- III. **Approval of February Minutes**
  - a. Motion to Approve: Carol Wilbur
  - b. 2<sup>nd</sup>: Lawanda Crump
  - c. All in Favor
  
- IV. **Approval of February Financials**
  - a. Motion to Approve: Roy Shaffer
  - b. 2<sup>nd</sup>: Carol Wilbur
  - c. All in Favor
  
- V. **Board Roles, Responsibilities, and Expectations**
  - a. This is vital towards a high-functioning organization
  - b. Avoids situations where actions taken are inappropriate or harmful to the organization
  - c. This was repeatedly emphasized at the Non-Profit Network's Last Board Training
  - d. At one point, the Board voted that every new member would have to attend a NPN Board training at the Miller Foundation within one year. This does not seem to be happening.
  - e. Please read Board Materials available on our Google Drive
  - f. Review Robert's Rules of Order
  
- VI. **Updates to Employee Handbook**
  - a. Immigration Raids (pg. 15)
    - i. Motion to Approve: Roy Shaffer
    - ii. 2<sup>nd</sup>: Lawanda Crump
    - iii. All in Favor
  - b. Earned Sick Time (pg. 41)
    - i. Motion to Approve: Carol Wilbur
    - ii. 2<sup>nd</sup>: Roy Shaffer
    - iii. All in Favor
  - c. SIMPLE IRA (pg. 44)
    - i. Motion to Approve: Carol Wilbur
    - ii. 2<sup>nd</sup>: Lawanda Crump
    - iii. All in Favor

**VII. Director Updates**

- a. March 2025: 462 People made 1,758 Visits: 20 Children, 100 Seniors, 41 Vets
- b. Meeting on Apr. 14<sup>th</sup> with Summit Pointe
- c. Summit Pointe September reimbursement
  - i. Notified they would not pay because it was late
  - ii. Submitted Level 2 Appeal that was denied by the Summit Pointe Executive Committee
  - iii. Submitted Level 3 Appeal that will be reviewed by SWMBHA
- d. Friends of the SHARE Center
  - i. Meeting Apr. 10 at Territorial
  - ii. Have new member who has extensive background in corporate fundraising
  - iii. Shares for SHARE
- e. Denso 5k Run fundraiser for the SC May 3<sup>rd</sup>
- f. Duncan Aviation interested in doing an event with us

**VIII. Next Meeting?** April 24, 5:30pm

**IX. Adjourn:** Meeting adjourned at 6:40pm