



Southwest Michigan Community Action Agency

BOARD MEETING MINUTES



Special Meeting by Call of the Chair

Wednesday, April 20, 2022 at 5:30pm

Cass County Administration Building: 120 N. Broadway, Cassopolis, MI 49031

- PRESENT: C. Christopher, M. Franks, G. Patterson-Gladney, M. Underwood, M. Warren, J. Wuerfel
- ABSENT: R. Benjamin, K. Lyons
- GUESTS: G. Moore
- STAFF: D. Oleneack, A. Slack, K. Smith Oldham
- QUORUM: A quorum was established and the meeting was called to order at 5:40pm.
- AGENDA ACTION: Motion made by **C. Christopher** to accept the April 20, 2022 Special Agenda, seconded by **J. Wuerfel**. Unanimous approval; motion carried.
- OLD BUSINESS: **M. Warren** called this special meeting to discuss the findings of the Board Self-Evaluation and set target goals for the Board to be achieved within the next year. The purpose of this evaluation is to guide assessments of each Board member's current work and allow members to explore challenges their organization should meet in the coming year.

The Board discussed the findings of the evaluation and set three (3) goals for members to work together to achieve over the next year:

1. **Become more familiar with Board governance processes and procedures.**
 - a. Monthly Board training videos. A link to Board training videos by CAPLAW and other Community Action-related entities will be included in all future Board packets. Board members are asked to view the video prior to the regularly scheduled meeting and come to the meeting prepared to discuss, if necessary.
 - b. Board members attendance at conferences. Registration opportunities will be offered to Board members at Community Action-related conferences moving forward. Board members may be asked to share lessons from these conferences with the full Board at regularly scheduled meetings following the training.
 - c. Sharing of Board training resources. SMCAA Administration and the Board will be mindful of training resources and opportunities and share these with the Board as applicable.



2. Better market the Agency and promote its impact to the community.

- a. News blasts for Board members to share. When a new program or funding arrives to the Agency, a fundraising event occurs, or another noteworthy occurrence takes place, **A. Slack** will generate an infographic and short description to share with the Board. The Board will find these “news blasts” in their emails and be able to promote the Agency and its good work to the community.
- b. Community advocates’ attendance at Board meetings. Community representatives will be invited to attend Board meetings in order to hear what SMCAA is doing in Southwest Michigan and for the Board to discuss important advocacy subjects. **K. Smith Oldham** said she has invited Kris Schnoenow, Director of the Bureau of Community Action and Economic Opportunity (BCAEO), to present the Agency’s STAR Report to the Board at the October meeting. K. Schnoenow was enthusiastic and excited to do so.

3. Increase the Board’s engagement with and recognition of the Agency’s employees.

- a. Program presentations at Board meetings. The Board would like to invite various Agency program managers and/or coordinators to meetings in the future to discuss their day-to-day work and program goals. **K. Smith Oldham** has scheduled the June Board meeting to be at the Decatur CERA office in order for the Board to tour the family shelter. **Y. Vidt** and **J. Weinrick** will be present at the meeting to talk with the Board. She also is looking at possible dates to host a Board meeting at the Warehouse where **Y. Vidt** and **M. Fonseca** will speak with the Board and give a tour of the facility.
- b. Ask for Agency information as needed. SMCAA Administration will continue to provide the Board Chair and Executive Committee with pressing Agency information. However, Administration welcomes the Board to share ideas or ask for specific information as needed. **K. Smith Oldham** noted that one item currently under development is a comparison of SMCAA to other similar-sized Community Action Agencies in Michigan.

Another area the Board would like to be more conscientious, though not setting a definitive goal with strategies, is fundraising efforts. **G. Patterson-Gladney** said she would like the Board to explore opportunities for working with local companies to support Agency programs through matching dollars. The Board agreed fundraising efforts could use further exploration moving forward.

ADJOURNMENT: Hearing no other business, a motion to adjourn was made **G. Patterson-Gladney** and was seconded by **C. Christopher**. The meeting was adjourned at 5:59pm.

Respectfully submitted,
Ashley Slack
SMCAA Operations Manager

Reviewed and approved,
Gail Patterson-Gladney
SMCAA Board Secretary

