**Minutes from The Extension Board of Directors Zoom Meeting on March 16, 2022**

**In Attendance**

*Board Members:* Shelley Elder, Skip Harper, Carla Jackson, David Schwickerath, Daniel Scruggs, Scott Nation, Greg Stone, Tracy Lawhorn, Kurt Heim, Angela Robinson, Doug Anderson, Chris Gruehn, George Fosu, Jeff Meier

*Staff:* Tyler Driver, Stephanie Glover, Cher Randall, Anne Murphy (interim DoD)

*Guests:* Tammy Guelfo, David McKoy, Paul Letalien

**Chairman’s Welcome:** Skip Harper

**Invocation:** Tyler Driver

**Introduction of Special Guests:** Skip Harper

**Resident Report:** given by A at the women’s campus.

**Review and Approval of Minutes:** From 02/16/2022 Board Meeting. David Schwickerath made a motion to accept, Daniel Scruggs a second. All were in favor/motion passed.

**Finance Committee Report:** Daniel Scruggs, Daniel emailed out a 8 month comparison YTD of Total Expenses v. FY22 Budget. Currently we have positive net income of $192k and are ahead of budget. Our Balance Sheet remains very healthy. Note our funding is about 1/3 private income and 2/3 government grants. Daniel will investigate how to adjust the balance sheet for the demo of the south building at the men’s campus. Daniel made a motion to approve submittal of applications for the following grants: Emergency Food and Shelter Program American Rescue Plan $80,000, CDBG Facilities $500,000, CDBG Services $90,000, Emergency Solutions Grant $50,000 and that Tyler Driver is authorized to submit the grant application. Shelley Elder a second. All were in favor/motion passed.

**Strategic Plan Goals:**

**Goal 1: Increase Program Capacity:**

**Men’s Campus Expansion:** Skip Harper, while the ceremonial groundbreaking event is April 1st at 10:30am for donors and officials, the real groundbreaking will be April 4th and the construction plan is to be complete by the end of summer 2023.

**Capital Campaign Report:** David Schwickerath, we are $794,690 away from the new $6.8MM goal (89%). We have $715,000 out in solicitation request and Tyler is writing the CDBG Facilities request for $500,000.

**Goal 2: Increase Program Capability:**

**Program Report:** Cher Randall, presented the February data. Great month for transitions! The men’s campus will reduce from 47 to 32 during construction.

**Goal 3: Position the Organization for Current & Future Growth:**

**Development Report:** Anne Murphy, Anne is the interim Director of Development appointed by Coxe Curry from the strategic plan we started almost a year ago to support the capital campaign. Anne will be with us for 6 months to implement structure, efficiencies and a fundraising plan. The current focus is the groundbreaking ceremony and the SalesForce configuration project to optimize our utilization. The 2021 Annual Report is complete and in the process of being printed. We are looking forward to sharing it soon.

**The Extension Inside Report:** Tyler Driver, the Cobb County Sheriff is very excited about The Extension bringing substance use treatment into the jail and has asked for services that exceed our scope so we are working on a pilot plan to present.

**Goal 4: Increase Statewide Awareness of The Extension:**

**Website:** David Schwickerath, check out the new additions and depth of the website.

**Board Member Recruitment:** David Schwickerath, Reuben Green has resigned due to time constraints and Angela Robinson is devoting time to family caregiving so as she stays with board, she will be stepping back from the Secretary role and leading the Governance committee. More to come from the nominating committee for new role recommendations moving into FY 23 this summer. Board members are to play a role in increasing the profile of The Extension. Our recognition rate is still very low in Cobb County. Board terms are for 3 years. If you haven’t returned your Code of Ethics statement, please return that to Stephanie. Our guests introduced themselves and shared their passion about joining The Extension’s mission.

**Goal 5: Develop Replicable Organizational Structures & Systems:**

**Governance Committee:** Shelley Elder, more to come in April.

**Program Improvement Report:** Tyler Driver, Applications this week for the grant submissions approved today, working with a SAMHSA funded group on our Diversity, Equity & Inclusion strategy to serve our entire community and the Deputy Executive Director selection committee will meet with candidates next week. We had 90 candidates, Tyler and Stephanie interviewed the top 10% determined by a scoring matrix and then 3 were chosen for the final interview. Finally, Renee McCormick has resigned to seek other challenges after 5 years of service. We appreciate all she has done for the organization.

**Closing Remarks & Adjournment**