



**ANNUAL MEETING**

**Board of Directors**

December 13, 2018

Holden Heights Community Center

1201 20<sup>th</sup> Street

Orlando, Florida

10:30AM

Members present: Debbie Deleon, Hal Barnes, Lavon Williams, Susie Ajoc, Cindy Light, Denise Carter, Lynn Simpkins, Julie Mitchel, Michael Raposa, Jane Grogg

**I.** Call To Order – meeting was called to order at 10:30am

**II.** Review of Minutes - Lavon provided a summary of the previous meeting. At the last meeting the board discussed the agenda for the annual meeting. An overview of the financials was provided with an estimated balance of about \$12K.

**III.** Financials – reported by Treasurer Michael Raposa

**Balance Sheet**

Assets

Suntrust Bank Balance	\$11,233.09
Accounts Receivable	0.00
Total Current Assets	\$11,233.09

Liabilities and Equity	
Accounts Payable	\$ 0.00
Total Current Liabilities	\$ 0.00
Equity	\$11,233.09
Total Liabilities and Equity	\$11,233.09
Balance	\$11,233.09

### **Profit and Loss Statement**

Income	\$ 0.00
Expenses	\$ 653.13
Administrative	\$ 557.25
Conference	\$0
Event Insurance	\$0
Website	\$95.88
Income over Expenses	(653.13)

#### Other Anticipated Costs

- State Dues – approximately \$62
- PO Box Fee – approximately \$112
- Website – 95.88
- Tax prep – unknown
- Exhibit at a conference – unknown

**MOTION:** Hal moved for approval of the financial report; Julie seconded; motion carried.

MOTION: Jane moved that we approve expenditures of up to \$700 to cover other anticipated costs; seconded by Hal; motion carried.

#### **IV. 2019 Strategic Planning**

##### 2019 Work Plan

1. Jane, Debbie and Susie will work on recommendations for a workshop or event for professional development, best practices, and networking. Deadline: March 30, 2019
2. Develop a database of neighborhood professionals and agencies
  - a. Julie to provide a map of all the assignments by December 21
    - i. Tentative assignments  
North – Denise, Lynn  
Central – Cindy, Susie  
Southeast- Hal, Julie  
Southwest – Jane  
Miami-Dade - Debbie
  - b. Susie and Cindy to work together to develop a form to collect information from local governments
  - c. Members are to complete their assigned contact lists by February 28, 2019
3. Leverage Partnership –
  - a. Michael will reach out to the Housing Conference to see if FNC can sponsor a workshop (August 2019) or an exhibit by January 30.

#### **V. Elections**

The floor was open for nominations for all four officers.

Treasurer – nominations received for Michael and Debbie

Secretary – nomination received for Cindy

Vice Chair – nomination was received for Julie

President – nomination was received for Jane

The positions of President, and Vice President were elected by acclamation. Because Cindy was not present at the time of nomination, Lavon will reach out and inquire whether she is interested in the position.

A roll call vote was taken for Treasurer resulting in Debbie being elected.

Debbie – Debbie

Hal – Debbie

Lavon – Debbie

Susie – Debbie

Denise – Debbie

Lynn – Debbie

Julie – Michael

Jane – Debbie

## **VI.** Miscellaneous –

- A. Constant Contact - Motion: Julie moved that we take down the Constant Contact account by December 21; Hal seconded; motion carried.
- B. PO Box – Lavon to inquire with Cindy whether she can commit to checking the mailbox.
- C. Individuals interested in joining FNC, should send a letter of interest to the president.
- D. Financial protocols –

1. New signature need to be provided
2. Make sure that there is a check and balance between amount received and expenditures
3. Dual signatures should be required for nonelectronic payments.
4. Copies of statements should accompany financial reports
5. Monitor/establish online account

The next meeting will occur at the end of January 2019 and will be a conference call meeting.

Meeting adjourned at 11:45am