

Minutes Board Meeting

10-30-2019

**Minutes of Regular Meeting of
The board of Living Independently for Today and Tomorrow
October 30, 2019
LIFTT Office, 1201 Grand Avenue, Billings, Montana**

Members Present: Tarra Thomas- President
Dan MacDonald, Vice President
Chad Booker, Treasurer
Open, Secretary
LaVonne Kautzmann-Board member
Ian Elliot- Board member

Others Attending: Carlos Ramalho- Executive Director
Staff- Freda Mook, Jen Asher

Not Present:

Board meeting called to order by Board President at 4:41pm.

Board meeting minutes had already been reviewed and approved from the previous board meeting.

Board Agenda

- Call to Order – Roll call
- Executive Directors report
- Finance Report
- Presidents Report
- Update New business
- Election of Officers
- Adjournment

Board President Tarra Thomas welcomed Paula McMahon to the LIFTT Board meeting. The LIFTT board made a motion and voted unanimously to add Paula McMahon as a new LIFTT Board member effective 10-30-2019.

Executive Director Report. Carlos Ramalho provided a summary of his first few weeks as the new Executive Director of LIFTT.

- (See attached report from LIFTT Executive Director)
- Getting to know LIFTT and staff members

- **ACL communication with Project Director Roslyn Thompson**
 - **Organization and Accommodations requested for new ED**
 - **Part C Grant status and steps to renew contract with ACL**
 - **Accounting and Human Resource job postings**
 - **Items for BOD consideration (see list in report)**
 - **Priorities in the coming months included relationships with ACL, ILA, SILC and other CILS in MT. Obtaining private grant funds, build filing system and overhaul office organization and staff configurations with teams and placement.**
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- **Finance Report**- Summer's McNea has been utilized to provide Finance and payroll support for LIFTT as the organization interviews candidates to fill the Finance Director. They have provided the technical financial assistance to keep LIFTT in compliance with its financial responsibility to funders, vendors and employees.
 - **President Report**- this will be the last meeting for Tarra Thomas as the LIFTT Board President. She is willing to participate as an ad hoc member and will continue to provide resources to the staff and agency as a member of the private sector.
 - **New Business**- The Executive Director and designated LIFTT staff are interviewing for a new Finance Director and Finance and Human Resource assistant and will provide recommendations to the board in the next 10 days. The Executive Director made a recommendation for the LIFTT vehicles totaled by hail. The Board made a motion and voted to keep the 2011 and 2012 vehicle damaged and collect insurance payment. The windshields will be repaired and the cars will be put back in service. The Ford Escape will be repaired with insurance and put back into service effective immediately.
 - **The Board made a motion and voted to add Carlos Ramalho and Paula McMahon as signer's to all active WSB accounts for LIFTT. The Board also made a motion and voted to remove Tarra Thomas as a signer on all WSB accounts with her stepping down from the board.**
 - **The Board made a motion and voted to add a Credit Card for LIFTT use only with a 5000.00 limit. Use will be limited to Executive Director or Finance Director approval for approved purchases only.**
 - **The Board made a motion and approved that any check issued by LIFTT over 1000.00 requires dual signatures by designated LIFTT staff and LIFTT Board members.**

- The Board approved Jen Asher as the new Administrative Assistant at an hourly wage [REDACTED].
- **Election of New Officers:** Board President- Chad Hooker, Vice President- Dan MacDonald, Treasurer- Paula McMahon, Secretary- Ian Elliot. 2 new Board members are currently being recruited by LIFTT board members.

Public Comment: None

Board President adjourned the meeting at 7:20pm.

Respectfully submitted,

Dan MacDonald

Dan MacDonald, Vice President