

MINUTES OF LIFTT'S BOARD OF DIRECTORS MEETING HELD ON  
DECEMBER 18, 2019, AT 4:30 PM, AT LIFTT'S HEADQUARTERS  
LOCATED AT 1201 GRAND AVENUE, SUITE # 1, BILLINGS, MT 59102

Attending: Paula McMahon, Chad Hooker, Dan MacDonald, Ian Elliot, Carlos Ramalho, Jenn Asher, and by Phone Bobbie Becker (via conference call).

Absent: LaVonne Kautzmann

Chad called the meeting to order at 4:45 PM.

The meeting agenda was presented by Carlos and approved.

The minutes from the previous meeting of the Board of Directors held on October 30, 2019 were unanimously approved as presented.

Carlos reported having had a conversation with Chad about the delay in obtaining a Western Security Bank (WSB) corporate credit card for LIFTT, during which he expressed concern about how many documents WSB required LIFTT to provide them with before approving the issuance of the corporate credit card. According to WSB such card was going to be supplied by a third bank.

Chad and Carlos conferred by phone and Carlos was authorized to contact other sources in order to obtain a corporate credit card for LIFTT. Carlos called American Express and Citibank and they both issued corporate credit cards for LIFTT.

Chad instructed Carlos about the need to separate LIFTT's expenses from personal expenses. In other words, as the Treasurer, he was clear in asking LIFTT's credit cards never to be used to pay for personal expenses of any type. LIFTT credit cards therefore should be used only for LIFTT purchases and will eliminate and/or minimize the need for reimbursement checks.

Chad spoke of need for a VISION STATEMENT which should also include input from LIFTT Staff. Dan suggested LIFTT should have both a Vision Statement and an updated/revised Mission Statement in place.

Jenn presented 3 potential Vision Statements (see below) and agreed to present them to staff for review/revision.

1. To help individuals "LIFTT" themselves up and empower them to break down social barriers.
2. To "LIFTT" individuals over social barriers through knowledge and support.

3. Rising together to create a society with opportunities for all persons to achieve their maximum potential.

Carlos presented a written Executive Director Report (overview below) and shared a sample Executive Director Job Description along with the need for Position Descriptions for LIFTT Board Members, Finance Director and Executive Director.

1. Administrative Assistant Vision Statement drafts Jenn, which the Board asked to be further discussed
2. Executive Director Report-Summary GEN.
3. Executive Director Job Description Carlos
4. Carlos asked the Board to observe the Chain of Command regarding the relationship between the ED, Board, & Staff.
5. Carlos requested the Board to amend LIFTT's Employee Handbook to
  - a. require employees to bring a medical note to work after so many consecutive days of sick leave
  - b. eliminate PTO – Personal Time Off effective January 1, 2020, and replace it with two weeks' vacation

The board asked Dan and Carlos to further study the consequences of the requested changes from a legal perspective.

6. Carlos requested authorization to purchase the following books for LIFTT:
  - a. Grant Management: Funding for Public and Nonprofit Programs: \$104.00
  - b. Handbook of Practical Program Evaluation \$58.39  
(Essential Texts for Nonprofit and Public Leadership and Management)

The Board authorized.

7. Carlos reported that the Part C grant was fully updated.
8. Carlos reported that the GFIL & Part B grants and quarter reports had been duly filed.
9. Carlos explained the LIFTT was still recruiting an IL Program Manager, and Finance/HR assistant.

10. Carlos asked the Board to hold meetings quarterly according to the grant's calendars, instead of bimonthly meetings. The Board agreed and the following calendar of meetings was set up for the fiscal year 2019-2020:

March 3, 2020

June 2, 2020

September 2020

10. Carlos requested authorization of the Board to be absent from work from January 5 to 10, 2020 for personal reasons. The Board authorized.

11. Carlos requested permission of the Board for the ED to attend the SILC Congress in February 24, 25 and 26, 2020, in California. The traveling dates will be February 23-February 27, 2020. Carlos was going to identify a staff member to go with him and explained that the cost of an individual registration was \$650.00, the airfare approximately \$500-900.00, and the transport Shuttle \$150.00

12. The Finance Director's Summary/Finance Report was prepared in advance by Dianne Booth and submitted to the Board:

- a. Finance Report update
- b. Vehicle Fleet update- Insurance
- c. Auto Pay
- d. WSB Accounts Balances on 12/17/19

13. Carlos informed the Board that LIFTT is trying to create an internship program with Sally Sjaastad's assistance.

14. Carlos mentioned that LIFTT needs to work with:

- 1) Veteran Affairs
- 2) Youth Transitions
- 3) Native Americans, and
- 4) That each LIFTT IL Specialist must be more of a "generalist."

15. Carlos also informed the Board that MILP's whose ED is Bob Moffit will be providing valuable technical assistance to LIFTT free of charge.

16. The Board was informed that the PPR for fiscal year 2018-2019 was ready to be filed.

17. Acting President's Dan MacDonald present his report.

Meeting Adjourned

Respectfully Submitted,

Adopted by the Board in the meeting of  
March 3, 2020

Name/Signature Secretary

Name/Signature Presiding Officer