

**Tennessee Voices for Children**  
**Board of Directors Meeting**  
**February 17, 2017**

In Attendance:

Bill Kirby, Jr.	Rikki Harris	Scott Ridgway
Molly Rollins	Brian Taylor	Suzanne Nelson
Bama Wood	Anna Claire Lowder	
Chad Poff	Dick Blackburn	
Devika Kumar	Blair Chapman	
Krischan Krayer	Emily Carroll	
Laura Fair	Andrew Buckwalter	

**Start: 11:07 am**

**I. Welcome and Introductions – Bill Kirby**

Bill Kirby opened the meeting by welcoming everyone. He stated the mission of Tennessee Voices for Children and shared that he was looking forward to conducting the meetings in a way that reflects the mission. Going forward, he would like include a “Minute for Mission” as part of the board Meeting. Bill introduced Suzanne Nelson, TVC’s Financial Advisor with American Funds, to give an update on the organization’s investments.

**II. Investment Report- Suzanne Nelson**

Suzanne Nelson reported that the current investments are doing well. She advised TVC to continue to move forward with the same conservative strategy, 65% in bonds and 35% in stocks. She stated that she is continually watching the market with TVC in mind and will inform the Board if she feels in would benefit the organization to move in a different direction.

**III. President’s Report- Bill Kirby**

Bill introduced TVC’s newest Board member, Laura Fair, and asked her to share a little about herself to the Board. Laura shared that she is a parent member on our Board and she previously worked at TVC. She is now a therapist for Centerstone in Robertson County. Everyone welcomed Laura to the Board.

#### **IV. Review of the Minutes- Rikki Harris**

Rikki reported that Vince Foster was unable to attend the meeting and therefore she would present the minutes from the December 16, 2016 Board Meeting. Once the minutes had been reviewed, Bama Wood made a motion to accept the minutes. Devika Kumar seconded the motion and it passed unanimously.

Rikki also stated that Devika Kumar and Brian Taylor sighted that the Kraft Audit report from the December 2016 meeting was discussed, but not approved by the Board. Molly Rollins made a motion to approve the FY 2015-2016 Audit Report, Krischan Krayer seconded the motion and it passed unanimously.

#### **V. Treasurer's Report- Devika Kumar**

Devika Kumar presented the financial statement ending December 31, 2016. She allowed time for review. She reported that there were no major findings. Devika explained that the Board would see a significant increase in funds on the January financials because of the sale of the building. Bama Wood made the motion to accept the financials, Krischan Krayer seconded the motion and it passed unanimously.

#### **VI. CEO's Report- Rikki Harris**

Rikki Harris reported that the organization had closed on the current TVC property and the new location as well. Rikki thanked the Board for their time and dedication throughout the process. She specifically acknowledged Chad Poff and shared gratitude for his knowledge, time, and ensuring a smooth process. Rikki stated that the recent real estate transaction ensures financial stability for the organization moving forward.

Rikki shared with the Board that she had recently celebrated her third year in the role of CEO and she is excited as to what the future holds for TVC. She thanked the Board for placing trust in her to lead TVC. Rikki also acknowledged that Brian Taylor would soon be celebrating fifteen years with TVC. She thanked him for his continued dedication to the organization.

Rikki reported that the Leadership team has been working closely with c3 Consulting in preparation for the upcoming site visit and interview as the next step towards CARF accreditation.

Rikki directed the Board to the building sale analysis. She informed them that the analysis reflected 95% of the costs accrued thus far and pointed out that there is still \$100,000 in the unknown category that has not been used. She acknowledged that keeping with this trend, TVC is on target to make over one million dollars from this transaction. She also shared several reasons for TVC's move that Board members

could share with the public. Rikki stated that the move was not based on financial necessity. In fact, TVC in is the best financial position in its history. She also relayed that the move was not only a great financial decision for TVC, but it also puts the organization in a space that better suits the needs of staff and the organization as a whole.

#### **VII. Policy Committee Update- Rikki Harris**

Rikki reported that she was very pleased with the decision to join TAMHO. She explained that the membership gives TVC many opportunities. She reported that she has already gained so much knowledge about billing and is learning from other CEO's that have already been through the process.

#### **VIII. Policy and Procedure Updates- Rikki Harris and Anna Claire Lowder**

Rikki informed Board members that she had taken their concerns regarding the Corporate Compliance Officer to c3 Consulting and they had made the decision to have Anna Claire Lowder serve as the Corporate Compliance Officer for the organization. The Board agreed and made the decision to have Anna Claire give an annual report to the Board as part of her role. The Board noted that this role would either need to be added to her current job description or a new description would have to be drafted to incorporate this position. Bama Wood made the motion to accept this decision, Krischan Krayner seconded the motion and it passed unanimously.

Next, Anna Claire Lowder presented proposed language to add to the Title VI section of TVC's Policy and Procedure Manual. She stated that this language was a requirement of a current grant contract and was in reference to Limited English Proficiency.

She also presented an amendment to the Quality Assurance Policy that is currently in the Policy and Procedure Manual. She stated that it outlined that staff would meet once a month with their supervisor to cover this and it would be paired with monthly supervision.

Anna Claire also presented some minor changes to the Progressive Discipline Policy and stated that it was tweaked to support staff in a more efficient way.

Lastly, Brian Taylor presented changes to the Mobile Device Policy. He informed the Board that TVC would like to install an app on the mobile devices of field staff. This would be used for safety, quality, and accountability. Rikki and Anna Claire informed the Board that when they approached staff members about this new feature that they were comfortable with it being installed. A question was raised about having a secure email or text application installed as well that would be HIPAA compliant. Brian said he would look into options.

Bama Wood made the motion to accept all four policy additions and revisions, Krischan Krayner seconded the motion and it passed unanimously.

**IX. Marketing Report- Emily Carroll**

Emily reported that the recent Breakfast at Tiffany Donor Appreciation event was a success. She also discussed the upcoming WSM 5K Race and stated that TVC had been on WSM to promote the race and she was excited to be a beneficiary of the race. She also informed the Board that TVC had been approached by the Tom Lange Corporation to be a beneficiary of their annual golf tournament. She stated TVC has the potential to receive up to \$25,000 from this event.

Emily discussed more upcoming events including the Big Payback and Children's Mental Health Awareness Week in May. She reported that the Community Foundation of Middle Tennessee will be using a new giving platform for the Big Payback this year. She reported that several buildings and bridges in Nashville will be lit up in green to highlight Children's Mental Health Awareness Week.

Emily announced planning for the 2017 Green Ribbon Gala in underway and will take place on October 21, 2017 at The Westin. She asked the Board to reach out for sponsorships and silent auction donations.

**X. Old Business**

None

**XI. New Business**

Rikki informed the Board that the most recent copy of the Strategic Plan was in their packet if they would like to see the progress from Quarter 4.

**Adjourned at 12:19 pm**