

Board of Directors

Kids Are First, Inc.
Board of Directors Minutes
Monday, October 29, 2018

Agenda Item	Discussion	Action
I. Call Meeting to order/Roll Call/Establish Quorum	<p>Asalia Casares called the meeting to order at 6:04 PM.</p> <p>Roll call Quorum established with <u>4 members present.</u></p> <p>Members Present: Asalia Casares Sonia Guerrero-Puente Alfredo Padilla Mercedes Puente Lidia América Puente</p> <p>Member Absent: Eduardo Villarreal</p>	<p>Meeting called to order at 6:04 pm</p> <p>✓ There is quorum established.</p>
II. Approval of Agenda	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Sonia Guerrero-Perez Seconded by Alfredo, Padilla Motion carried.</p>
III. Approval of Minutes	<p>Approval of 09/25/2018 meeting minutes.</p>	<p>Motion to approve 09/29/2018 meeting minutes was made by Sonia Guerrero, Perez Seconded by Alfredo, Padilla Motion carried.</p>
IV. Reports	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> • The supplemental funds received for repairs and projects would be completed and funds were exhausted; • Invited board members to attend the 2018 Wipfli Conference in Orlando, Florida. The following board members volunteered: <ul style="list-style-type: none"> ○ Sonia, Guerrero-Puente ○ Asalia, Casares • Ms. Yanez informed the board she provided a status of the program to Ms. Heather Colwell's as follows: Attendance, LEA partnership agreements, the Parenting Curriculum and Ms. Heather Cowell tentative visit after December 2018. 	<p>Informational</p>

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	<p>Operations Report Velma McNeil, Director of Operations presented the report for the months of September 2018</p> <p>Financial Report Karl Eck, CFO presented Financial Reports for September 2018</p> <p>Credit Card Report Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for September 2018.</p> <p>In-Kind Report Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Reports for September 2018.</p> <p>CACFP Report Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Reports for September 2018.</p> <p>Enrollment Report Velma McNeil, Director of Operation presented Enrollment Reports for September 2018.</p> <p>Attendance Report Velma McNeil, Director of Operation presented 83% low attendance for September 2018.</p> <p>New Hire/Termination Report Alicia Yanez, CEO/Program Director presented New Hire/Termination Reports for September 2018</p>	<p>Informational report</p> <p>Motion to approve the following reports was made by Sonia, Guerrero-Puente</p> <ul style="list-style-type: none"> • Financial Report • Credit Card Report • In-Kind Report • CACFP Report <p>Seconded by Mercedes, Puente Motion carried</p> <p>Motion to approve the following reports was made by Sonia, Guerrero-Puente</p> <ul style="list-style-type: none"> • Enrollment report and • Attendance report <p>Seconded Mercedes, Puente Motion carried</p> <p>Motion to approve New Hire/Termination Report was made by Sonia, Guerrero-Puente Seconded Mercedes, Puente Motion carried</p>
<p>V. Old Business</p>	<p>None</p>	<p>No discussion</p>

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VI. New Business	<p>Approval of Retirement Audit 2016-2017 Karl, Eck CFO presented the Retirement Audit for 2016-2017.</p> <p>Retirement Snap Shot</p> <p>Policy HR 165 Staff Health & Wellness Alicia Yanez, CEO/Program Director presented to the board the HR 165 Staff Health & Wellness policy.</p>	<p>Motion to approve the Retirement Audit for 2016-2017 as presented, was made by Alfredo, Padilla and Seconded by Mercedes, Puente. Motion carried.</p> <p>Informational material</p> <p>Motion to approve Policy HR 165 Staff Health & Wellness as presented, was made by Mercedes, Puente and Seconded by Alfredo, Padilla. Motion carried.</p>
VII. Executive Session	None	No discussion
VIII. Adjournment	Meeting adjourned at 6:50 PM	Motion to adjourn meeting at 6:50 PM was made Alfredo, Padilla Seconded by Mercedes, Puente Motion carried

Approved by: _____

Asalia Casares

Asalia Casares, KAF Board President

Date: _____

Nov. 28, 2018