

# Board of Directors

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

Agenda Item	Discussion	Action
<b>I. Call Meeting to order/Roll Call/Establish Quorum</b>	<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><b>Members Present:</b> Asalia Casares Sonia Guerrero-Puente Alfredo Padilla Mercedes Puente Lidia América Puente</p> <p><b>Member Absent:</b> Eduardo Villarreal</p>	<p>Meeting called to order at 6:04 pm</p> <p>✓ There is quorum established.</p>
<b>II. Approval of Agenda</b>	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Sonia Guerrero-Perez Seconded by Alfredo, Padilla Motion carried.</p>
<b>III. Approval of Minutes</b>	<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>
<b>IV. Reports</b>	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> <li>• The supplemental funds received for repairs and projects would be completed and funds were exhausted;</li> <li>• Invited board members to attend the 2018 Wipfli Conference in Orlando, Florida. The following board members volunteered: <ul style="list-style-type: none"> <li>○ Sonia, Guerrero-Puente</li> <li>○ Asalia, Casares</li> </ul> </li> <li>• 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.</li> </ul>	<p>Informational</p>

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	<p><b>Operations Report</b> Velma McNeil, Director of Operations presented the report for the months of September 2018</p> <p><b>Financial Report</b> Karl Eck, CFO presented Financial Reports for September 2018</p> <p><b>Credit Card Report</b> Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for September 2018.</p> <p><b>In-Kind Report</b> Cynthia Orosco, Administrative Assistant Fiscal presented In-Kind Reports for September 2018.</p> <p><b>CACFP Report</b> Cynthia Orosco, Administrative Assistant Fiscal presented CACFP Reports for September 2018.</p> <p><b>Enrollment Report</b> Velma McNeil, Director of Operation presented Enrollment Reports for September 2018.</p> <p><b>Attendance Report</b> Velma McNeil, Director of Operation presented 83% low attendance for September 2018.</p> <p><b>New Hire/Termination Report</b> 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"> <li>• Financial Report</li> <li>• Credit Card Report</li> <li>• In-Kind Report</li> <li>• CACFP Report</li> </ul> <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"> <li>• Enrollment report and</li> <li>• Attendance report</li> </ul> <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>
V. Old Business	None	No discussion

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VI. New Business	<p><b>Approval of Retirement Audit 2016-2017</b> Karl, Eck CFO presented the Retirement Audit for 2016-2017.</p> <p><b>Retirement Snap Shot</b></p> <p><b>Policy HR 165 Staff Health &amp; Wellness</b> Alicia Yanez, CEO/Program Director presented to the board the HR 165 Staff Health &amp; 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 &amp; 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