

# Board of Directors

Kids Are First, Inc.  
Board of Directors Minutes  
Tuesday, June 25, 2019

Agenda Item	Discussion	Action
<p><b>1. Call Meeting to order/Roll Call/Establish Quorum</b></p>	<p>Asalia Casares called the meeting to order at <u>6.01</u> p.m.</p> <p>Roll call Quorum established with <u>4</u> members present.</p> <p><b>Members Present:</b> Sonia Guerrero – Pérez Mercedes Puente Katty Boyd Lidia A. Puente - arrived at 6:10 p.m.</p> <p><b>Members Absent:</b> Alfredo Padilla Asalia Casares</p>	<p>Meeting called to order at <u>6.01</u> p.m.</p> <p>✓ There was a quorum established.</p>
<p><b>2. Approval of Agenda</b></p>	<p>Approval of agenda.</p>	<p>Motion to approve agenda was made by Mercedes Puente Seconded by Katty Boyd Motion carried.</p>
<p><b>3. Approval of Minutes</b></p>	<p>Approval of May 28, 2019 meeting minutes.</p>	<p>Motion to approve the May 28, 2019 meeting minutes was made by Mercedes Puente Seconded by Katty Boyd Motion carried.</p>
<p><b>4. Reports for the month of May 2019.</b></p>	<p>Alicia Yanez, CEO/Program Director informed the board of the following:</p> <ul style="list-style-type: none"> <li>• Last day for Early Head Start children 6/27/19 and the last day for EHS staff 6/28/19.</li> <li>• EHS staff were surveyed to change from 24 pay period to 26 pay periods. CFO prepared a worksheet with no increase in pay to extend EHS staff to be paid 26 pay periods. This would decrease the unemployment tax modifier for KAF.</li> <li>• Retirement snapshot was provided. Requested for board members to volunteer to attend retirement meetings</li> </ul>	<p>Informational</p>

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	<p>in San Antonio. Katty Boyd volunteered to attend.</p> <ul style="list-style-type: none"> <li>Annual Strategic Planning meeting scheduled for Friday, July 12, 2019.</li> </ul> <p><b>Operations Report</b> Velma McNeil, Director of Operations presented the report for the months of May 2019 that included the School Readiness Data/Program Goal Updates.</p> <p><b>Financial Report</b> Karl Eck, CFO presented Financial Reports for May 2019.</p> <p><b>In-Kind Report</b> Karl Eck, CFO presented In-Kind Reports for May 2019.</p> <p><b>CACFP Report</b> Karl Eck, CFO presented the CACFP Reports for May 2019.</p> <p><b>Credit Card Report</b> Cynthia Orosco, Administrative Assistant Fiscal presented Credit Card Reports for May 2019.</p> <p><b>Enrollment Report</b> Velma Mc Neil, Director of Operations presented Enrollment Report for May 2019.</p> <p><b>Attendance Report</b> Velma Mc Neil, Director of Operations presented 89% attendance for May 2019.</p> <p><b>New Hire/Termination Report</b> Alicia Yanez, CEO/Program Director presented New Hire/Termination Reports for May 2019.</p>	<p>Informational report</p> <p>Motion to approve the following reports for the month of May 2019 as presented was made by Lidia A. Puente</p> <ul style="list-style-type: none"> <li>Financial Report</li> <li>In-Kind Report</li> <li>CACFP Report</li> <li>Credit Card Report</li> <li>Enrollment report</li> <li>Attendance report and</li> <li>New Hire/Termination Report</li> </ul> <p>Seconded by Mercedes Puente Motion carried.</p>
5. Old Business	<ul style="list-style-type: none"> <li>None</li> </ul>	No discussion
6. Executive Session	<ul style="list-style-type: none"> <li>None.</li> </ul>	No Action
7. Open Forum	<ul style="list-style-type: none"> <li>None</li> </ul>	No Action

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8. Adjournment	Meeting adjourned at 6:47 p.m.	Motion to adjourn meeting at 6:47 pm was made by Mercedes Puente Seconded by Lidia A. Puente Motion carried.

Approved by:

  
Sonia Guerrero - Pérez, KAF Board Vice-President

Date:

7-30-19