

Greenville First Steps Board meeting minutes  
Friday, August 13 1:00PM

**Members present:** Jeremy Watts (Chair), Eric Hassman (ViceChair), DeeDee Washington, Lauren Briles, Staci Stegall, Travis Wharton, Tommy Flinn, Stacy Burr, JoKeitha Seabrook, Cynthia Sosebee, Cal Hurst, Susan Stevens. Staff present: Derek Lewis, Nicole Sheppard, Beth Jamieson, Janice Kilburn (SCFS staff)

**Welcome** Jeremy Watts  
Jeremy welcomed board, and determined we had a quorum

**Approval of May minutes** Jeremy Watts  
Motion by Eric Hassman, Second DeeDee Washington. Motion passed

**New board members** Jeremy Watts  
Jeremy presented that two board members have resigned from the board since May 2021 meeting: Karen Andrews (GCS appointee) and JoKeitha Seabrook (Philanthropy). JoKeitha resigned because she intended to seek contract work from Greenville First Steps over summer and wanted to avoid conflict of interest.

Jeremy presented three new board members:  
Susan Stevens, Greenville Schools Designee  
Travis Wharton, Philanthropy representative  
Jokeitha Seabrook to join the board in Community/Faith category

Motion to accept three new board members.  
Motion by Eric Hassman, Second Stacy Burr. Motion passed

**Board member commitment forms 2021-2022** Jeremy Watts  
Staff emailed commitment forms to all Board members. This is typically completed annually, we did not in 2020 because of uncertainty about participation expectations due to Covid. No action taken, but each board member is asked to completed commitment letter and return to Derek

**Greenville First Steps FY20 Audit approval** Derek Lewis  
Board was provided with a copy of FY20 Audit. Positive report, no audit findings. Motion to accept FY20 audit.  
Motion by Eric Hassman, Second DeeDee Washington. Motion passed

Greenville First Steps projected available funds for FY22 Derek Lewis  
Derek presented unaudited fund balance. More finalized numbers will be presented to board at October meeting.

Unspent Fund 55 (State Funds) likely available in Oct	\$95,000
Unspent CARES funds (included as pending in FY22 budget)	\$120,000
Unspent ARC federal funds (Childcare Enhancement)	\$35,000
Unspent Fund 20 (includes \$414,000 currently in Endowed Fund)	\$770,000
Presented for information only, no action needed	

### **Numbers Served Matrix**

**Beth Jamieson**

Beth presented end of year FY21 numbers for all of our programs, compared to the projected numbers served. While data is still being compiled, it appears that we met most of our projected numbers (except in a few case where Covid precautions made programming difficult to deliver- like childcare training and home visiting programs). No Action taken

### **Greenville First Steps Endowed Fund update**

**Derek Lewis**

Derek shared update on Endowed Fund return to date. Fund generated \$12,571 off of \$400,000 investment. Staff recommend withdrawing \$4,000 to be used for Little Free Libraries. Endowed Fund deposit. Staff recommend transferring \$100,000 to endowed fund from unassigned private fund balance Derek shared revisions to Bylaws to give Executive Committee and Executive Director authority to represent GFS as point of contact for Endowed fund

Greenville First Steps proposed ByLaws revision (**addition reflected**).

Responsibilities of Board Officers:

The Executive Committee, consisting of Board Chair, Vice Chair/Secretary, and up to three other members of the board (elected by board on an annual basis), shall serve as the standing committee responsible for reviewing organization compliance, board member expectations, and roles typically assigned to HR/Finance committees. **The Executive Committee will regularly review the financials of the Endowed Fund and bring recommendations to Board for use of these funds in accordance with SCFS guidelines as appropriate.**

All three Endowed Fund items presented as a single motion. Motion by Eric Hassman, Second joKeitha Seabrook. Motion passed

Early Literacy strategies presentation

**Beth Jamieson**

Beth presented updates on Early Literacy strategies including Little Free Libraries, Postcards, Dolly Parton Imagination Library, Raising a Reader, Reach Out and Read, and Early Literacy workgroup, chaired by Ashley Snelgrove

Other business- Derek gave update on Lease with North Greenville University. NGU has notified GFS that a buyer has been identified for building. Buyer has expressed interest in us remaining on site with a reduction in rent. Details will be shared with board.

Remind board of next two meetings (oct 8 and Dec 10- both face to face)

Adjourn 1:55pm