

**Board of Directors  
Meeting Minutes  
May 14<sup>th</sup>, 2019**

**Present:**

Board of Directors: Morgan Arndt, Allison Huffstutler, Jan Garrett, Clarence Edwards, Jill Timmons, Jeni Cain, Tommy Jenkins, Bill Harder, James Hamilton, Jill Schneider, Lauren Gallagher, Nick Nicholson, Kirk Shockley

**Management:** Meta Bowers, Shannon Spurrier,

**Visitors:** Abby Bell

**Proceedings:**

- Bill Harder called the meeting to order
- Invocation- Allison Huffstutler
- Pledge of Allegiance- Bill Harder
- Recitation of the Mission Statement and Vision
- Roll Call
- Motion made to approve the agenda for 5/14/2019 meeting
- Minutes to approve the minutes pending amended formatting for 5/14/2019 meetings were reviewed and approved

**Information Items**

- **President's Report- Bill Harder**
  - Thanks to all who participated in the Kid's Classic. It was a great event and should capitalize on the momentum
- **Executive Director Report- Meta Bowers**
  - The Charter District says the Meyer Center (MC) can no longer bill Music Therapy through Charter Medicaid, only through Medical Medicaid.
  - Kathy Higgins has sponsored two children for MC Summer Camp.
  - Beth Clements is approaching Air Mark at Clemson for approx. \$55,012 to fund Summer Camp entirely.
  - Kirk Shockley asks when the MC might find out about the funding from Air Mark.
  - Shannon Spurrier answers that Beth was given the number Thursday, May 9th and Shannon plans to follow up this week.
  - Meta is circling back with CGM to move the billing program forward and to get a go live date
  - Elliot Smoley and Sid from the Charter School district informed Meta and Clarence that MC is responsible for the Medicaid match going forward, which is 28.4%
  - 3 and 4-year-old funding legislation is still sitting in the Education Committee. Meta reached out to the individuals on the committee for follow up. Chris Neeley has worked to move the back-payment legislation to the Ways and Means Committee as a line item, in hopes that the MC will receive the funds.
  - Meta has asked for help in locating the line item in the state budget noting the MC will receive payment going forward
  - Capital Campaign (CC) is moving in the right direction. Emeritus Board and Honorary Chair are looking to host an event in August. The hope is to announce the lead gift in August at the event.
  - The Meyer Center was chosen by Wade Hampton High School to receive Spirit Week funds for 2019.
  - Therapy and productivity measures are in the process currently.
  - Staff presentation was on April 29<sup>th</sup> and it was not an easy meeting, but the overall result was clarity for the staff. The meeting focused on highlighting potential deficits in the budget, the plan to move forward and make changes to move the organization forward.
  - Jill spoke to how Meta delivered a difficult message extremely well
  - The mysterious sewer smell has been fixed; it was a trap in a hot water heater
  - Transportation is working to come up a creative way to eliminate overtime pay
  - The MC passed the DSS Fire Marshall inspection
  - Bill Harder thanked Meta for her presentation of her EX directors report and its informative

- Lauren Gallagher asked if the website will have a place to donate to the Capital Campaign
- Shannon Spurrier responded to say a decision was made to remove the CC form the website between phase one and phase two of CC.

**Bill makes a motion to go into Ex session to discuss personnel matters, compensations, and productivity measures**

**No action Take in Ex Session**

**Action Items**

**Committee Reports**

- **Finance Report- Clarence Edwards**
  - Endowments accounts have increased since being at the Community Foundation. The increase will be reflected on a quarterly basis
  - Accounts receivable will increase as the MC continues to bill out for the Kids Classic
  - Unearned income has increased. The increase is prepayments for sponsorship for the Ladies Luncheon, and it will be reversed in July to reflect in the correct fiscal year.
  - The building loan has decreased by 88K.
  - The MC ended the month with 97K in operating cash.
  - The MC is receiving a large decrease in the United Way Allocation funding
  - Governmental Agencies funding is up for the year for a net of 190K
  - Annual Giving continues to be up around 15K
  - Kids Classic Update
    - Thank to everyone in room and on the phone for the involvement in the Kids Classic
    - Revenue was up approx. 30K
    - Clarence says to give a huge thanks to the Development Department for all their hard work for making the whole event a success
    - Net Revenue is approx. 400K
  - Variances in salary and payroll taxes continues to increase for the positive based upon changes made last year
  - Bill thanks Clarence for all his hard work on the Kids Classic
- **Nominating- Jeni Cain**
  - Please give any names of potential new Board of Directors to Jeni or anyone else on the nomination committee
- **Governing- Morgan**
  - The Governing committee is continuing to work on governing policies.
  - Morgan attended the 3-hour BOD training in Spartanburg on 5/13/2019, and learned a lot about the Charter School System
- **Human Relations**
  - James handed out the Executive Director Performance Evaluation (PE) to the board. James states the evaluation is good combination of best practices to evaluate Meta.
  - Jan is working on the policy manual and is hoping to wrap it up before the end of the school year.
  - Jan wants to present a final draft to the BOD at the June meeting.
  - Jill asks who does the Performance Evaluation.
  - James answers, that is was thought to have people above and below Meta perform the evaluation. An average of score would be compiled from these individuals. Meta will also do a performance evaluation. After compiling the data, the information will be presented to Meta.
  - The goals of the PE sink with the long-range goals and material from Stan Davis
  - Abby Bell asks if parent input could be included in the evaluation. James spoke to the committee considering having the parent on the BOD be one of the individuals that performs the evaluations.

Bill reminds the upcoming meeting is June 19<sup>th</sup>, and thanks all for coming.

Respectfully Submitted,

Jeni Cain

Board of Directors

Meta Bowers

Executive Director