Charlotte Community Association, Inc.

*“A Community That Cares”*

**Board of Directors Meeting Minutes**

Monday, April 20, 2020

 7:00 PM Via Group Tele-meeting

Meeting was called to order by Sue Roethel, President at 6:56 P.M.   Also, in attendance, Secretary Rose Mary Shaw, Treasurer Patti O’Brien and Directors Linda Litwak and Tony Micciche.   A Quorum is confirmed to do business.

**PRESIDENT’S REPORT:**

* BOD changes in duties.  There was a vote to change rolls of Patti O’Brien from treasurer to secretary and RoseMary Shaw from secretary to treasurer.  (voted and approved unanimously)
* CCA May 4th Membership meeting – on pause due to pandemic. No Facebook live or alternative media planned at this time.
* Scholarship Program – The 2 scholarships are going on as usual per update from Brian Labigan to Sue.  $2,000 has been approved by the board for this year’s prize winner along with the FLACE $2,000 scholarship.   Brian and Tom Brewer are working with the Leadership Academy to promote the scholarships.

**SECRETARY’S REPORT:**Approval of minutes, General Meeting 3.02.20 and Board Minutes 2.17.20.  Patti O’Brien moved to accept, and Lindy Litwick seconded.  Approved. Board of Director’s meeting in March and General Meeting in April was cancelled due to Covid-19.

**TREASURER’S REPORT:**

* Current 2020 and 2019 Treasurer’s books along with membership and insurance information was turned over by Patti O’Brien to RoseMary Shaw.   Files for previous years will be forthcoming.
* Tax Filing Status – information has been sent to Heveron & Company (John Heveron) via email for 2019 on January 31, 2020 and April 17,2020.
* Insurance has been paid for the 2020 year for both General Liability (including sign coverage) and Directors and Operators coverage.
* FLACE reports on the scholarship account and small additional account left over from first Best of Charlotte.

**COMMITTEE REPORTS:**

* Linda Paruta has begun to purchase plants for the Beautification Committee. She states she will require $600 this year as her budget. Mailing receipts for reimbursement.
* Programming & Fundraising – There was no Kite Flight.  There was a vote to approve cancellation of the CCA yearly Community Picnic and National Night Out.  It was approved by a 4 yes and 1 no (Sue R.) vote. We will still plan on the Tree Lighting in December.
* Safety & Security
* Scholarship- Waiting on applications
* Communications:  The newsletter has been sent out via email for May. Printing and mailings have been adjusted for the smaller number of newsletters due to the pandemic.
* Community Development – Requested a budget amount of $200
* Youth Engagement Committee – We discussed the work and expectations of this committee and using CCA as its fiduciary for funds collected by the JROTC group at LAYM.

**OLD BUSINESS**

* Inventory of records and supplies and where they are stored

**NEW BUSINESS**

* Website upgrade proposal from Andrew Hollister of Simple Tech Innovations was proposed by RoseMary Shaw and seconded by Patti O’Brien.  Voted and approved unanimously.
* Budget for 2020 -  A three year comparison was reviewed. Income prediction was discussed as small business sponsors may not have funds for sponsorships in 2020.  A membership and sponsorship working goal of $5,000 was agreed upon.  Budgets for committees were proposed and RoseMary will put together a budget for future review.

**MEETING ADJOURNMENT**

* At approximately 8:00 PM

**Upcoming Events**

5/18/20  BOD Meeting, 6:30 TBD