



Board of Directors Meeting Minutes

January 30, 2020

Call to Order

A Board of Directors Meeting of the Florida Foster Adoptive Parent Association was held on January 30, 2020 via phone, it began at 8:32 pm and was presided over by Amanda Cruce as President with Christina Morris as secretary.

Attendees

Members in attendance included: Amanda Cruce, Orlando Avila, Kara Elliott-Jordan, Christina Morris, Paul Vernon, Trudy Petkovich, Martie Gillen, Melanie Stimmell, Saralyn Grass, Colleen LaCosta, Dorothy Alvarez, Kylie McCracken, Lillie Blackshear, Lynda Thompson, Teanna Houston, Harriett Wynn

Members not in attendance included: Charles Parker, Travis Davis, Martie Gillen, Harriett Wynn, Gay Frizzell, Lauralynn Segur,

Approval of Minutes

Minutes were tabled until the next meeting.

Reports

- Treasurer's Report was presented by Paul Vernon. Paul stated that if anyone had any questions to reach out to him.
- President's Report was presented by Amanda Cruce. Trudy and Amanda are composing a spreadsheet of all activities/events that Florida FAPA is a part of. They are asking for all members to send the activities/events that they are a part of at the state level.

- Legislative Report was presented by Saralyn Grass. She indicated that there was more work to do as they need more statistics for the initiatives being worked on.
- Conference Report was presented by Lynda Thompson. She is currently working on the schedule and sent out a list of tasks assigned for the conference. She indicated that each CBC should sent at least one family that is has a Level 1 Licensure.
- Mini Conference Report was presented by Melanie Stimmell. Melanie reported that the flyer is ready to be sent out, no daycare available, 3 speakers, capacity of 80-100 people and breakfast and lunch will be provided.
- Executive Director's Report was presented by Trudy Petkovich. Her updated included a reminder for all to register for mini conference and an overview of the changes on the monthly contract report starting in February.
- **ACTION ITEM:** Need to update website with local FAPAs and other organizations with their meetings
- Advisor's Report was presented by Teanna Houston. According to a recent report, Florida is 2nd Statewide in licensing new homes. She indicated that the licensing code appeal is in the works.

Adjournment

Amanda Cruce moved that the meeting be adjourned, and this was agreed upon at 9:14 pm.



Board of Director's Meeting

Thursday, January 30, 2020 at 8:30 pm

Call in: 888-585-9008 / Room: 187-847-044

- I. Welcome & Call to Order Amanda Cruce, President

- II. Roll Call Christina Morris

- III. Minutes Christina Morris

- IV. Reports
 - a. Treasurer's Report Paul Vernon
 - b. President's Report Amanda Cruce
 - c. Legislative Report
 - d. Conference Report
 - e. Ed Report
 - f. Monthly DCF Contract Report

- V. Open Discussions / Activities & Events

- VI. Events for the Year
 - a. Annual Education Conference
 - i. Sponsors Soliciting
 - b. Mini Conference

FSFAPA
Profit & Loss
July through December 2019

	<u>Contract Funds</u>	<u>Non-Contract Funds</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
DCF Contract Income	81,522.00	0.00	81,522.00
Donations	0.00	1,010.00	1,010.00
Grant Income	0.00	2,000.00	2,000.00
Interest Income	0.00	29.20	29.20
Membership Income			
Individual & Family Memberships	0.00	262.70	262.70
Total Membership Income	<u>0.00</u>	<u>262.70</u>	<u>262.70</u>
Total Income	81,522.00	3,301.90	84,823.90
Expense			
Education & Advocacy			
DCF Summit			
Registration	3,654.00	0.00	3,654.00
Supplies	23.52	0.00	23.52
Total DCF Summit	<u>3,677.52</u>	<u>0.00</u>	<u>3,677.52</u>
Winter Mini Conference			
Supplies	0.00	-119.00	-119.00
Total Winter Mini Conference	<u>0.00</u>	<u>-119.00</u>	<u>-119.00</u>
Total Education & Advocacy	3,677.52	-119.00	3,558.52
Educational Conferences			
FCC Conference			
Hotel	575.48	0.00	575.48
Mileage	370.16	0.00	370.16
Registration	350.00	0.00	350.00
Total FCC Conference	<u>1,295.64</u>	<u>0.00</u>	<u>1,295.64</u>
NACAC Conference			
Car Rental	67.85	0.00	67.85
Flights	1,005.50	0.00	1,005.50
Hotel	488.66	0.00	488.66
Per Diem Meals	144.00	0.00	144.00
Registration	535.00	0.00	535.00
Total NACAC Conference	<u>2,241.01</u>	<u>0.00</u>	<u>2,241.01</u>
Total Educational Conferences	3,536.65	0.00	3,536.65
FAST Helpline			
Salary	6,199.98	0.00	6,199.98
Telephone	523.07	0.00	523.07
Total FAST Helpline	<u>6,723.05</u>	<u>0.00</u>	<u>6,723.05</u>
Information & Awareness			
Administration			
Administrative Salary	0.00	7,500.00	7,500.00
Bank Fee	0.00	164.07	164.07
Board Shirts & NameTags	0.00	23.00	23.00
Dues & Subscriptions	0.00	1,000.00	1,000.00

FSFAPA
Profit & Loss
July through December 2019

	<u>Contract Funds</u>	<u>Non-Contract Funds</u>	<u>TOTAL</u>
Information Telephone	523.06	0.00	523.06
Office Supplies	0.00	216.86	216.86
Postage, Mailing Service	0.00	84.35	84.35
Printing	0.00	-13.41	-13.41
Statewide Meetings			
Hotel	844.67	296.20	1,140.87
Mileage	238.84	541.27	780.11
Per Diem Meals	119.86	187.14	307.00
Total Statewide Meetings	<u>1,203.37</u>	<u>1,024.61</u>	<u>2,227.98</u>
Storage	0.00	357.84	357.84
Total Administration	<u>1,726.43</u>	<u>10,357.32</u>	<u>12,083.75</u>
Newsletter	4,168.53	0.00	4,168.53
Web Development and Maintenance	1,020.00	0.00	1,020.00
Total Information & Awareness	<u>6,914.96</u>	<u>10,357.32</u>	<u>17,272.28</u>
Quarter Membership & Board Meet			
Fall Meeting (Summit)			
Hotel	1,428.00	0.00	1,428.00
Mileage	1,070.01	0.00	1,070.01
Per Diem Meals	357.00	0.00	357.00
Total Fall Meeting (Summit)	<u>2,855.01</u>	<u>0.00</u>	<u>2,855.01</u>
Summer Meeting (Conference)			
Mileage	56.16	0.00	56.16
Per Diem Meals	60.00	0.00	60.00
Total Summer Meeting (Conference)	<u>116.16</u>	<u>0.00</u>	<u>116.16</u>
Winter Meeting			
Hotel	4,097.00	0.00	4,097.00
Mileage	2,341.54	0.00	2,341.54
Per Diem Meals	691.00	0.00	691.00
Total Winter Meeting	<u>7,129.54</u>	<u>0.00</u>	<u>7,129.54</u>
Total Quarter Membership & Board Meet	<u>10,100.71</u>	<u>0.00</u>	<u>10,100.71</u>
Total Expense	<u>30,952.89</u>	<u>10,238.32</u>	<u>41,191.21</u>
Net Ordinary Income	<u>50,569.11</u>	<u>-6,936.42</u>	<u>43,632.69</u>
Net Income	<u>50,569.11</u>	<u>-6,936.42</u>	<u>43,632.69</u>

FSFAPA
Profit & Loss Budget vs. Actual
 July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
DCF Contract Income	81,522.00	81,538.00	-16.00	99.98%
Donations	1,010.00	0.00	1,010.00	100.0%
Grant Income	2,000.00	0.00	2,000.00	100.0%
Interest Income	29.20	0.00	29.20	100.0%
Membership Income				
Affiliate Memberships	0.00	125.00	-125.00	0.0%
CBC Memberships	0.00	15,000.00	-15,000.00	0.0%
Individual & Family Memberships	262.70	500.00	-237.30	52.54%
Local Association Membership	0.00	125.00	-125.00	0.0%
Total Membership Income	<u>262.70</u>	<u>15,750.00</u>	<u>-15,487.30</u>	<u>1.67%</u>
Total Income	<u>84,823.90</u>	<u>97,288.00</u>	<u>-12,464.10</u>	<u>87.19%</u>
Expense				
Education & Advocacy				
DCF Summit				
Registration	3,654.00	4,000.00	-346.00	91.35%
Supplies	23.52	0.00	23.52	100.0%
Total DCF Summit	<u>3,677.52</u>	<u>4,000.00</u>	<u>-322.48</u>	<u>91.94%</u>
Statewide Workshops	0.00	500.00	-500.00	0.0%
Winter Mini Conference				
Supplies	-119.00	500.00	-619.00	-23.8%
Total Winter Mini Conference	<u>-119.00</u>	<u>500.00</u>	<u>-619.00</u>	<u>-23.8%</u>
Total Education & Advocacy	<u>3,558.52</u>	<u>5,000.00</u>	<u>-1,441.48</u>	<u>71.17%</u>
Educational Conferences				
FCC Conference				
Hotel	575.48	600.00	-24.52	95.91%
Mileage	370.16	382.00	-11.84	96.9%
Per Diem Meals	0.00	94.00	-94.00	0.0%
Registration	350.00	200.00	150.00	175.0%
Total FCC Conference	<u>1,295.64</u>	<u>1,276.00</u>	<u>19.64</u>	<u>101.54%</u>
NACAC Conference				
Car Rental	67.85	78.00	-10.15	86.99%
Flights	1,005.50	1,000.00	5.50	100.55%
Hotel	488.66	900.00	-411.34	54.3%
Per Diem Meals	144.00	216.00	-72.00	66.67%
Registration	535.00	550.00	-15.00	97.27%
Total NACAC Conference	<u>2,241.01</u>	<u>2,744.00</u>	<u>-502.99</u>	<u>81.67%</u>
Total Educational Conferences	<u>3,536.65</u>	<u>4,020.00</u>	<u>-483.35</u>	<u>87.98%</u>
FAST Helpline				
Hotel	0.00	450.00	-450.00	0.0%
Mileage	0.00	1,176.00	-1,176.00	0.0%
Per Diem Meals	0.00	137.00	-137.00	0.0%

FSFAPA
Profit & Loss Budget vs. Actual
 July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Printing	0.00	300.00	-300.00	0.0%
Salary	6,199.98	6,240.00	-40.02	99.36%
Telephone	523.07	582.00	-58.93	89.88%
Total FAST Helpline	6,723.05	8,885.00	-2,161.95	75.67%
GAP Contingency				
Conferences	0.00	1,500.00	-1,500.00	0.0%
Hotel	0.00	4,800.00	-4,800.00	0.0%
Local Meetings	0.00	1,750.00	-1,750.00	0.0%
Mailing	0.00	500.00	-500.00	0.0%
Mileage	0.00	2,934.00	-2,934.00	0.0%
Printing	0.00	1,000.00	-1,000.00	0.0%
Total GAP Contingency	0.00	12,484.00	-12,484.00	0.0%
Information & Awareness				
Administration				
Accounting Fees	0.00	850.00	-850.00	0.0%
Administrative Salary	7,500.00	7,500.00	0.00	100.0%
Bank Fee	164.07	100.00	64.07	164.07%
Board Shirts & NameTags	23.00	0.00	23.00	100.0%
Dues & Subscriptions	1,000.00	625.00	375.00	160.0%
Information Telephone	523.06	582.00	-58.94	89.87%
Office Supplies	216.86	250.00	-33.14	86.74%
Postage, Mailing Service	84.35	125.00	-40.65	67.48%
Printing	-13.41	2,750.00	-2,763.41	-0.49%
Registrations	0.00	150.00	-150.00	0.0%
Statewide Meetings				
Hotel	1,140.87	0.00	1,140.87	100.0%
Mileage	780.11	0.00	780.11	100.0%
Per Diem Meals	307.00	0.00	307.00	100.0%
Total Statewide Meetings	2,227.98	0.00	2,227.98	100.0%
Storage	357.84	362.00	-4.16	98.85%
Total Administration	12,083.75	13,294.00	-1,210.25	90.9%
Newsletter	4,168.53	3,800.00	368.53	109.7%
Web Development and Maintenance	1,020.00	1,020.00	0.00	100.0%
Total Information & Awareness	17,272.28	18,114.00	-841.72	95.35%
Quarter Membership & Board Meet				
Fall Meeting (Summit)				
Hotel	1,428.00	4,800.00	-3,372.00	29.75%
Mileage	1,070.01	2,909.00	-1,838.99	36.78%
Per Diem Meals	357.00	2,208.00	-1,851.00	16.17%
Total Fall Meeting (Summit)	2,855.01	9,917.00	-7,061.99	28.79%
Summer Meeting (Conference)				
Mileage	56.16	0.00	56.16	100.0%
Per Diem Meals	60.00	0.00	60.00	100.0%

FSFAPA
Profit & Loss Budget vs. Actual
 July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Summer Meeting (Conference)	116.16	0.00	116.16	100.0%
Winter Meeting				
Hotel	4,097.00	2,400.00	1,697.00	170.71%
Mileage	2,341.54	2,909.00	-567.46	80.49%
Per Diem Meals	691.00	880.00	-189.00	78.52%
Total Winter Meeting	<u>7,129.54</u>	<u>6,189.00</u>	<u>940.54</u>	<u>115.2%</u>
Total Quarter Membership & Board Meet	<u>10,100.71</u>	<u>16,106.00</u>	<u>-6,005.29</u>	<u>62.71%</u>
Total Expense	<u>41,191.21</u>	<u>64,609.00</u>	<u>-23,417.79</u>	<u>63.76%</u>
Net Ordinary Income	<u>43,632.69</u>	<u>32,679.00</u>	<u>10,953.69</u>	<u>133.52%</u>
Net Income	<u>43,632.69</u>	<u>32,679.00</u>	<u>10,953.69</u>	<u>133.52%</u>

FSFAPA
Profit & Loss YTD Comparison
December 2019

	<u>Dec 19</u>	<u>Jul - Dec 19</u>
Ordinary Income/Expense		
Income		
DCF Contract Income	13,587.00	81,522.00
Donations	0.00	1,010.00
Grant Income	0.00	2,000.00
Interest Income	7.10	29.20
Membership Income		
Individual & Family Memberships	25.00	262.70
Total Membership Income	<u>25.00</u>	<u>262.70</u>
Total Income	13,619.10	84,823.90
Expense		
Education & Advocacy		
DCF Summit		
Registration	3,654.00	3,654.00
Supplies	23.52	23.52
Total DCF Summit	<u>3,677.52</u>	<u>3,677.52</u>
Winter Mini Conference		
Supplies	0.00	-119.00
Total Winter Mini Conference	<u>0.00</u>	<u>-119.00</u>
Total Education & Advocacy	3,677.52	3,558.52
Educational Conferences		
FCC Conference		
Hotel	0.00	575.48
Mileage	0.00	370.16
Registration	0.00	350.00
Total FCC Conference	<u>0.00</u>	<u>1,295.64</u>
NACAC Conference		
Car Rental	0.00	67.85
Flights	0.00	1,005.50
Hotel	0.00	488.66
Per Diem Meals	0.00	144.00
Registration	0.00	535.00
Total NACAC Conference	<u>0.00</u>	<u>2,241.01</u>
Total Educational Conferences	0.00	3,536.65
FAST Helpline		
Salary	1,033.33	6,199.98
Telephone	82.73	523.07
Total FAST Helpline	<u>1,116.06</u>	<u>6,723.05</u>
Information & Awareness		
Administration		
Administrative Salary	1,250.00	7,500.00
Bank Fee	30.00	164.07
Board Shirts & NameTags	0.00	23.00
Dues & Subscriptions	1,000.00	1,000.00

FSFAPA
Profit & Loss YTD Comparison
December 2019

	<u>Dec 19</u>	<u>Jul - Dec 19</u>
Information Telephone	82.72	523.06
Office Supplies	0.00	216.86
Postage, Mailing Service	0.00	84.35
Printing	0.00	-13.41
Statewide Meetings		
Hotel	143.19	1,140.87
Mileage	62.60	780.11
Per Diem Meals	55.00	307.00
Total Statewide Meetings	<u>260.79</u>	<u>2,227.98</u>
Storage	<u>59.64</u>	<u>357.84</u>
Total Administration	2,683.15	12,083.75
Newsletter	0.00	4,168.53
Web Development and Maintenance	170.00	1,020.00
Total Information & Awareness	<u>2,853.15</u>	<u>17,272.28</u>
Quarter Membership & Board Meet		
Fall Meeting (Summit)		
Hotel	1,428.00	1,428.00
Mileage	1,070.01	1,070.01
Per Diem Meals	357.00	357.00
Total Fall Meeting (Summit)	<u>2,855.01</u>	<u>2,855.01</u>
Summer Meeting (Conference)		
Mileage	56.16	56.16
Per Diem Meals	60.00	60.00
Total Summer Meeting (Conference)	<u>116.16</u>	<u>116.16</u>
Winter Meeting		
Hotel	0.00	4,097.00
Mileage	0.00	2,341.54
Per Diem Meals	0.00	691.00
Total Winter Meeting	<u>0.00</u>	<u>7,129.54</u>
Total Quarter Membership & Board Meet	<u>2,971.17</u>	<u>10,100.71</u>
Total Expense	<u>10,617.90</u>	<u>41,191.21</u>
Net Ordinary Income	<u>3,001.20</u>	<u>43,632.69</u>
Net Income	<u><u>3,001.20</u></u>	<u><u>43,632.69</u></u>

FSFAPA
Balance Sheet
As of December 31, 2019

Dec 31, 19

ASSETS

Current Assets

Checking/Savings

Bank of America 6925	17,689.24
BofA Savings	120,038.69
PayPal	110.00
Suntrust Operating Account	561.92

Total Checking/Savings 138,399.85

Other Current Assets

Amounts owed to FSFAPA	218.83
Prepaid Expenses	10,971.00
T-Shirt Stock	1,396.68

Total Other Current Assets 12,586.51

Total Current Assets 150,986.36

TOTAL ASSETS 150,986.36

LIABILITIES & EQUITY

Equity

Unrestricted Net Assets	107,353.67
Net Income	43,632.69

Total Equity 150,986.36

TOTAL LIABILITIES & EQUITY 150,986.36