

**FLORIDA GUARDIAN AD LITEM FOUNDATION**  
**Board of Directors Meeting – March 25, 2009 at 2:00 PM**  
**The Holland Building – Tallahassee, Florida**  
**Minutes**

The Board of Directors Meeting for the Florida Guardian ad Litem Foundation took place on March 25, 2009 Present were members Jorey Krawczyk, Kari Mainelli, Carol Bryant-Martin, Mag Mc Gauley. Appearing via phone was member Shara Weaver and CEO Angela Orkin. Others present were GAL Program Liaisons, Dawn Marie Farmer and Calvin Martin as well as GAL Foundation Development Coordinator, Donielle Manning and Mary K Wimsett , GAL Program Special Projects Attorney. The meeting was called to order at 2:09 PM by Vice-President, Jorey Krawczyk.

Welcome and Call to Order

Old Business

Minutes from the January 29, 2009 Board Meeting were reviewed. Motion to accept was seconded and approved.

Committee Reports

Treasurer's Report – Kari

- Profit and Loss Statement shows a loss of approximately \$15,000 YTD
- Discussed need to raise funds for unrestricted use

Resource Development Report

- Shara presented that the Annual Campaign resulted in approximately \$14,000 in revenue
- Angela presented progress report on the Citrix Grant to be used to develop a website where GAL volunteers can track case issues and status

Marketing and PR Committee - Angela

- Updated members on recent committee projects such as GAL Day invitations, brochures and the newsletter

Nominating Committee

- Angela asked for a motion to invite past board member, Marilyn McLean to remain on the board in an advisory capacity. The motion was approved.
- The members were advised that Tony Jenkins recently resigned from the Board.
- Angela presented applications from three potential members and asked for a vote:
  - Stacy Kenny – A motion to nominate was made and approved.
  - Oliver Gilbert III – A motion to nominate was made, seconded and approved.
  - Michelle Morales – A motion to nominate was made, seconded and approved.

New Business

Non Profit Dues

- Discussion on new dues structure to non profits and Circuit Directors
- Angela to confer with GAL Program CEO, Theresa Flurry for input on calls to the Circuit Directors
- Participating members will be given talking points for discussion with their assigned circuits and non profits

Individual Membership Dues

- Discussion on new dues structure to include an amount to go back to the volunteer's local non profit
- The amount suggested was \$35.00 in annual membership dues with \$10.00 of the amount being donated back to the local non profit on a quarterly basis.
- A motion to accept the new dues structure was made, seconded and approved

#### Guardian ad Litem Day

- Angela updated member on GAL Day in Tallahassee
  - The event was well attended
  - Expense to the Foundation would be significantly less this year due to various sponsorships
  - Angela and the members thanked Donielle Manning for all her efforts on behalf of GAL Day

#### Personnel Policy Manual

- Angela presented a draft of the new Personnel Policy Manual was presented to the members
- A motion to accept the policy manual was made, seconded and approved.

#### Whistle Blower Policy

- Kari explained the importance of adding the “Whistle Blower Policy” to the personnel manual to remain in compliance with certain granting agencies.
- A motion was made to include the “whistle Blower” language in the Personnel Policy Manual. The motion was made, seconded and approved.

#### Conflict of Interest Policy

- Kari explained the purpose of adopting a Conflict of Interest Policy for Board Members and employees to be in compliance with our 990 filing requirements
- A motion was made to adopt a Conflict of Interest Policy. The motion was made, seconded and approved.

#### CEO Position

- Angela and Donielle are currently screening candidates for interview
- Angela, Karen and Shara will interview prospective candidates via conference call
- Angela volunteered to assist new CEO through the transition period

#### Volunteer Conference

- Angela asked for a motion to establish an ad hoc committee be formed to investigate options for the GAL Volunteer Conference
- A motion was made, seconded and approved.
- Kari, Carol and Mag volunteered to work on the committee

#### Board Member Orientation

- Angela asked for a motion to establish an ad hoc committee to compile new board member orientation materials.
- The motion was made, seconded and approved.
- Jorey and Shara agreed to work on the committee
- The members decided to meet in Orlando in June, rather than by conference call, to give new members an opportunity to meet existing board members. Staff will circulate an email on available dates and times.

#### Other Business

- Kari reported that an engagement letter for \$6000 was recently signed for our 2009 Audit

Next Board of Directors Meeting – June 2009 in Orlando - Time and place TBD.

The meeting was adjourned at 3:34 PM

Shara Weaver  
Secretary