

President: Lynne Hardy- term expires 2026  
Vice President: Elizabeth Baker- term expires 2025  
Secretary: Heather Fronckowiak- term expires 2023  
Financial Secretary: Sharon Kosowsky- term expires 2025  
Business Manager: Sue Pritt – term expires 2024  
Treasurer: Ted Wright – expires 2023



## **Community Life Support, Inc. (Incorporated 2019)**

August 16, 2023 Meeting Minutes

### **Mission Statement:**

Community Life Support, Inc. mission is to provide multiple approaches that encourage healthy lifestyles through education, services, and opportunities.

### **Our Purpose:**

Community Life Support, Inc.'s purpose is to build community capacity through volunteer opportunities, activities, events, and services. Community Life Support fulfills its mission and purpose in a unique structure as shown in our logo.

#### 1. Welcome

- a. Attendance Sheet: Tanya, Nick, Lynne, Judy, Heather, Ted, Sue, Sharon, Deb, Christine, Liz, Deanna
- b. Absent/Excused: Dave, Darlene absent excused

#### 2. Review of Minutes from June 2022 Motion to accept – Liz, Deb 2<sup>nd</sup> for minutes and financial reports

#### 3. Review of the Financial Reports (see attached): Ted shared the Year-to-date income and expenditures.

Error was in 2022 actual income adjust to \$24, 610.42 with percentage 84%

CLS is overall in good shape financially. We need to learn to pay more attention to detail with our projected budget in certain areas.

#### 4. Review of CLS Vice President Report (see attached) with recap of all activities and events done by CLS over the course of the year.

#### 5. CLS was awarded the Bruce Sowalski Award for \$1500 for a new lighted food pantry sign.

Bruce Sowalski was a longtime board member and former board president of The Food Pantries for the Capital District, a non-profit organization that provides food to the needy in the Capital Region. There is now an award given in his memory.

#### 6. Established a relationship with Comfort Food Community of Greenwich. They will provide a variety of bulk food items on a monthly basis.

7. School Supply Drive- The Valley Falls library is working on this

Heather will follow up with Ms. Greco re: School supply needs and distribution.

8. Food Pantry- need more volunteers on a regular basis and for delivery dates.

Discussion around how we can increase donors to the food pantry.

9. President's Page Report: Lynne led the board through a discussion regarding building a stronger board of directors.

- Two action items in our mission and purpose: Encourage Healthy Lifestyles, Build Community Capacity. Every piece of literature and advertising should include those.
  - i. Events Planning Team (3-4)
  - ii. Health and Wellness Team (3-4)
  - iii. Food Pantry Team (3)
  - iv. Stewardship (3-4)
  - v. Communication and Advertising (1-3)
  - vi. Funding Resources Team (1-3)

4. Review of and Re-Commitment to Board Positions for Class of 2022

Currently reads:

- Section 4. *Selection Procedure, Terms of Office, Newly Created Directorships & Vacancies*

4.1. *Selection Procedure.* At each Annual Meeting, the Board of Directors, by a plurality of the votes cast, shall elect new Directors to replace those whose terms are expiring to terms of three (3)-years in duration. **By consensus of vote by the incoming board term of service will be 2 years with option to continue as desired.** 3/12/2020 LH- Terms agreed upon- See RRO page.

**Christine made motion to adjust to three year terms. 8/16/23. Sharon 2<sup>nd</sup>. All in favor.**

Classes of Board: 2-year terms per above amendment; need to address 3 classes in 2 year terms

2022- 2025: Liz Baker, Sharon Kosowsky and Dave Smith, Judy Minkler

2023- 2026: Ted Wright, Heather Fronckowiak, Christine Barton, Nick Matulis, Lynne Hardy

2024- 2027: Sue Pritt, Darlene Marshall, , Tanya Lipinski, Deanna Rohloff, Deb Barton

(4.2. *Terms of Office.* The term of office for a Director shall be three (3)-years in duration, unless otherwise provided in these By-Laws. Approximately one-third (1/3) of the Directors shall be selected every three (3)-years. The terms of office for all Directors shall begin on the day of their election and shall conclude upon the election of their successors. Directors may serve no more than two (2)-consecutive terms. See RRO page.)

CLS Officers are:

President: Lynne Hardy- term expires 2026

Vice President: Elizabeth Baker- term expires 2024

Secretary: Heather Fronckowiak- term expires 2025

Financial Secretary: Sharon Kosowsky- term expires 2024  
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(4.3. *Newly Created Directorships.* Newly created Directorships resulting from an increase in the number of Directors shall be filled by a vote of a majority of the Board of Directors. Directors elected to fill newly created Directorships shall hold office in accordance with their classification and until their successors have been elected and qualified.)

5. Annual Report for Community Life Support September 2022- August 2023
  - a. Presidents Report
  - b. Vice President Report
  - c. Health and Wellness: Education, Classes, Workshops,
  - d. Community Builders: Events and Celebrations; Commercial cert
  - e. Food Pantry

6. Budget for 2023- 2024

Proposed budget will be emailed to all members. Will be reviewed and voted on in December meeting.

7. Events/Workshops-September 2023- August 2024

- Harvest Fest Sept 30- Bake Sale Table- CLS
- Christmas Around the Corner- November 4= Bake Sale Table- CLS
- Christmas baking box- do we want to seek sponsors- \$40? value
- Thanksgiving Basket- Food Pantry- November 18, 2023
- Christmas Baskets-Food Pantry- December 16 or 23? 2023
- Christmas Tea- President- December 17, 2023
- Wellness Fair- Health and Wellness – April/May 2023 CLS
- Food Pantry Anniversary- Food Pantry with CLS- March 2024 (Easter March 31, 2024)
- Strawberry Festival- Bake Sale CLS- June 15, 2024
  - Fairgrounds location. \$250 this year, \$1000 fee for 2024. One idea is to ask for a contract to keep cost consistent for the next three years
  - Could increase cost for vendors slightly to cover increased fee
  - Motion to book the date for next year- all in favor.
- CLS Scholarship 2024
- Financial Education Classes- Adult and Youth
- Nutrition and Cooking Programs Adult and Youth
- Yoga Classes; Tai Chi

8. Comments, Affirmations

9. Motion to Adjourn- Deb motion, Liz 2<sup>nd</sup>, all in favor.

Next Meeting October 11, 2023