



**Minutes of the Regular Meeting of the Board of Directors of  
Council on Aging St. Tammany – COAST**

Held July 28, 2022

Dining Hall of the Covington Activity Center, 19404 N. Tenth Street, Covington, LA 70433

The following directors were present/absent (\*indicates absence): \*Kelly Walgamotte (President), Joyce Donohue (Vice President), Conie Abernathy (Secretary), \*Ginger Bruce (Treasurer), \*Sean Gannon, \*Nancy Agnelly, Gus Flair, Carol Whelan, Becky Gelatt, \*Amy Tucker, \*Amanda Mason, Janice Roussel, Martin Lapari, Scott Wallace and Angelique Walgamotte.

The following staff members were present/absent (\*indicates absence): Julie Agan (Executive Director – Called into the Meeting), Syeda Naeem (Finance Director), George Nicoll (Operations Director), \*Chris Hodge (Transportation Director), \*Craig Connors (Human Resources Manager), \*Claudia Warner (Client Services Director) and Deidra Chiasson (Executive Assistant).

A quorum was Present.

**Call to Order**

Vice President Joyce Donohue called the meeting to order at 3:01 PM in President Walgamotte’s absence.

Prayer and Pledge of Allegiance – The Board had a moment of silence followed by the Pledge of Allegiance.

**Welcome and Introductions**

Joyce Donohue asked the Board to defer the Meet the Upper Management agenda item until the August Board meeting due to the fact that most of the upper management team was unable to attend the meeting,

On motion made by Angelique Walgamotte, seconded by Gus Flair, and so carried, the Board of Directors unanimously agreed to defer the Meet the Upper Management agenda item until the August Board of Directors Meeting.

**Secretary’s Report**

Acceptance of Minutes – Resolution for Acceptance of Minutes for General Membership Meeting June 23, 2022 - #7-2022-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 23, 2022 General Membership Meeting as submitted.

There was no discussion.

On motion made by Carol Whelan, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #7-2022-1.

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting June 23, 2022 - #7-2022-2 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 23, 2022 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #7-2022-2.

## **Treasurer's Report**

Finance Committee Report – Vice President Joyce Donohue gave the Finance Committee Report in Treasurer Ginger Bruce's absence.

The Finance Committee Meeting was held on Wednesday, July 20, 2022. At the meeting, the treasurer confirmed that she had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem (Finance Director) went over the June Balance Sheet and June Statement of Revenues & Expenditures with the committee. Julie Agan (Executive Director) explained that since June is the end of COAST's fiscal year the organization has additional time to send in the Final Quarterly Budget to Actual Report to the Governor's Office of Elderly Affairs (GOEA) because bills for June are still coming in throughout July.

The committee reviewed and approved the Mental Health Peer Support Assistance Contract with the National Alliance on Mental Illness (NAMI) -St. Tammany for fiscal year 2023. This is just an annual renewal for mental health counseling services through NAMI. The service was already approved by the Board in the new budget. The committee also reviewed and approved the Cintas Uniform Shirt Quote and User Agreement. These are shirt rentals for the Transportation Drivers, Home Delivered Meals Drivers and Maintenance Staff. The drivers are each provided five uniform shirts that can be turned in for replacement as needed. This expense has already been approved by the Board in the fiscal year 2023 budget.

Monthly Financial Reports – Syeda Naeem (Finance Director) reviewed the Balance Sheet and Statement of Revenues and Expenditures as of June 30, 2022 with the Board.

Syeda Naeem stated that the Balance Sheet shows \$5.7 million in revenue and that \$5.17 million in expenditures. COAST did save \$619,880.00. This is a surplus for the organization. Some of the revenue collected was not spent this month because the American Recovery Plan (ARP) funding is good until July 2023. COAST will use the unspent funds for next fiscal year.

There was no discussion of the Balance Sheet.

Syeda Naeem said the Statement of Revenues and Expenditures shows that 76% of the budget was spent leaving 24% savings. There will be close to \$6 million in surplus that COAST will use for ongoing projects like the Highway 434 Project in Lacombe. Part of the surplus is due to centers being closed and not many activities happening. In the future, COAST will not have that large of a surplus. This is the final report which she will send to the state for the 2022 fiscal year. GOEA sent COAST a Senior Center Grant, so the change in Senior Center funds will be reflected on next month's financial reports.

A discussion followed.

Joyce Donohue asked about the amount COAST pays in liability insurance because she could not find it listed.

Syeda Naeem replied that all insurance was listed under general ledger number 5390 – Vehicle Insurance. Syeda said that she would send Joyce the liability insurance breakdown.

Resolution for Acceptance of Quarterly Budget to Actual Report - #7-2022-3: Be it resolved that the Board of Directors of the above corporation does hereby acknowledge and accept the Budget to Actual Report containing Actual Expenditures totaling \$5,174,328.53 Actual Revenues totaling \$5,793,416.87 as of the 30<sup>th</sup> of June, 2022.

There was no discussion.

On motion made by Carol Whelan, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #7-2022-3.

### **Executive Director's Report**

The Board took a moment to read the Executive Director's Report that was in their folders.

A discussion followed.

### **Committee Reports**

There were no committee reports for the month of July.

### **Old Business**

There was no old business to discuss.

### **New Business**

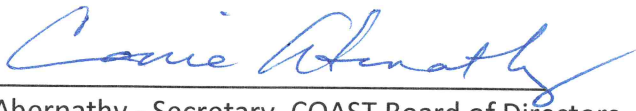
Board of Directors Training – Julie Agan (Executive Director) stated that this agenda item was something President Walgamotte was planning to discuss with the Board. Kelly asked her to discuss it in his absence. It has been several years now but, in the past the Board members would gather, usually on Saturday, for a morning of training provided by an outside source. The training covered finance, and governance, etc. Kelly would like to bring the Board Training back. The training could be held on a Saturday from 9:00 AM to Noon or 10:00 AM to 2:00 PM with lunch included or at 2:00 PM prior to monthly Board meetings for the next two to four months.

A discussion followed.

The Board decided they would prefer holding Board Training at 2 PM prior to monthly Board meetings until complete.

## Adjournment

There being no further business to discuss, Joyce Donohue, Vice President COAST Board of Directors, adjourned the meeting at 3:33 PM.



Conie Abernathy - Secretary, COAST Board of Directors

*\*The above meeting minutes constitutes the general understanding by Ginger Bruce, Secretary - COAST Board of Directors, of the meeting content. Please advise Deidra Chiasson, Assistant to Executive Director COAST, of any errors or omissions.*