

Camden Community Family Center, Inc.

Executive Board Meeting Minutes

Compiled Minutes — Coverage: May 22, 2025 – April 23, 2026

Prepared for presentation using information contained in the provided source notes. Items not documented in the source are noted accordingly.

Prepared by: Robert Davenport-Ray

Prepared on: Tuesday, June 2, 2026

Meeting Index

- May 22, 2025
- September 25, 2025
- October 23, 2025
- November 20, 2025
- January 22, 2026
- February 26, 2026
- March 26, 2026
- April 23, 2026

Executive Board Meeting Minutes — May 22, 2025

Meeting Details

Date: May 22, 2025

Time: Not documented

Location: Not documented

Financial Report

Income (PSSF Grant)

- Received check for \$6,723.00 for April; pending deposit.
- Due to funds not being reallocated in time, an additional \$9,196.50 will be billed on May's invoice; total billed for April invoice: \$15,919.50.
- March check for \$11,366.25 had not been received as of this meeting; the grant manager (Edna) contacted Atlanta to locate it.
- May invoice projected to be equal to or greater than April's invoice (\$15,919.50).
- All cases that were no longer coming to the visitation center for services were closed.
- Petty cash box total reported as \$1,772.00.

Payments

- Van A/C repair by D&D Auto: \$2,478.02. Mechanic reported prior work issues; corrected fan installation and added transmission fluid compartment lid at no charge.

Agency Updates

- Donation received: sectional leather sofa placed in Room 4; new leather loveseat to be obtained for the conference room.
- Habitat for Humanity to pick up old furniture no longer needed.
- New referrals continue from DFCS and Superior Court; referral noted from Judge Lane.
- Subpoenaed to testify for the McIntosh case on May 2.
- Agency closed for Memorial Day; visits rescheduled as needed.
- Request made to obtain website administrator information so the website can be updated.

Motions / Votes

Not documented.

Action Items

- Provide banking information to enable electronic deposits (per note to Amanda).
- Provide website administrator credentials/information so updates can be made.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — September 25, 2025

Meeting Details

Date: September 25, 2025

Time: 7:00 PM (as noted in source)

Location: CCFC

Attendance

- Robert Davenport-Ray
- Anthony Kicklighter
- Ginger Babb
- Silvia Rainer
- Pamela Bennett

Call to Order

The meeting was called to order by Chair Robert Davenport-Ray. The exact call-to-order time was not clearly documented in the source.

Quorum

Quorum was confirmed.

Budget Review / Financial Report

Board members received and reviewed the bank account report and the Superior Court income report. The Board discussed moving forward with the internal audit.

Executive Director's Report

The Board discussed ending the contract with GoDaddy due to difficulty removing a former administrator and selecting a new provider for website and email services. The Board noted that the alarm system has not been functioning for at least 3 years and that the camera system no longer backs up beyond 90 days. Room 1 was noted as not recording, and the inner door combination lock was not functioning. The Board discussed contracting with a grant manager. The Board unanimously agreed to move forward with hiring a grant manager, noting the Executive Director had accepted a pay reduction relative to the prior Executive Director to support this position without increasing the overall budget.

Fundraising

The upcoming Seafood Festival race was scheduled for October 4. Ginger Babb and Anthony Kicklighter agreed to lead planning, and Silvia Rainer agreed to assist.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — October 23, 2025

Meeting Details

Date: October 23, 2025

Time: 7:00 PM

Location: CCFC

Attendance

- Robert Davenport-Ray
- Anthony Kicklighter
- Ginger Babb
- Silvia Rainer
- Larry Crosby (new board member)
- Pamela Bennett

Call to Order

The meeting was called to order at 7:00 PM by Chair Robert Davenport-Ray.

New Board Member Orientation

This was the first meeting attended by new board member Larry Crosby. The Board discussed the agency's mission, role in the community, and organizational history.

Budget Review / Financial Report

Board members received and reviewed the bank account report and the Superior Court income report. The Board discussed misappropriated funds and next steps. Fundraising activity (past and upcoming) was reviewed. The Board discussed implementing a two-signature check process and introduced a procedure to track Superior Court funds.

Executive Director’s Report

The Executive Director reported on incoming referrals for visits and parenting classes. Matching funds for SMMCF were discussed; Anthony Kicklighter donated the remaining balance needed to meet the match. The Board reviewed the organization’s major funders and grant status and discussed the relationship with True Charities. The Board agreed to terminate the contract with the grant writer (TTSP). An open house to invite partners was approved. Participation in the DFCS Fall Festival was discussed (including on-site face painting by staff). Outreach efforts discussed included mailing cards for community awareness and developing a new brochure; the Board approved creating the brochure in Canva.

Fundraising

The Board discussed planning for the 2026 Low Country Boil and began identifying potential venues. The Board also discussed possible restaurant-based fundraisers (e.g., Southern Roost, Ritters, Huey Magoo’s).

Action Items

- Pamela Bennett to identify potential venues for the Low Country Boil.
- Robert Davenport-Ray to contact Southern Roost regarding a possible fundraiser.
- Larry Crosby to determine the current owner of Ritters (if possible).
- Board to discuss and identify prospective future board members.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — November 20, 2025

Meeting Details

Date: November 20, 2025

Time: 6:30 PM

Location: CCFC

Attendance

- Robert Davenport-Ray
- Anthony Kicklighter
- Ginger Babb
- Silvia Rainer
- Larry Crosby
- Pamela Bennett

Budget Review / Financial Report

Board members received and reviewed the bank account report and the Superior Court income report.

Executive Director’s Report

The Board discussed the SMMCF interim report, due 12/15, and the CCGF final report (extension granted; completed and submitted on 11/19). The \$10,000 match funding check from SMMCF was expected to be mailed on 12/1. The Board voted to contract with grant writer Haleigh Jenkins (Golden Isles Grant Writing) to identify and apply for foundational grants. The Board voted unanimously to move

forward with TechSoup (a \$34.00 one-time fee and \$8.70/month) to support a new WIX website compatible with Google Business. Camera backups were discussed, including saving videos on a hard drive for future court use. Holiday support was discussed, including a community group adopting visiting children for Christmas gifts and Sue K organizing a drive for gifts and essential supplies.

Fundraising

The Board discussed the 2026 Low Country Boil and noted challenges in identifying a venue.

Additional Business

The Board unanimously agreed not to hold a meeting in December because members will be out of town for the holidays.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — January 22, 2026

Meeting Details

Date: January 22, 2026

Time: 6:30 PM

Location: CCFC

Call to Order

The meeting was called to order at 6:30 PM by Chair Robert Davenport-Ray.

Budget Review / Financial Report

Board members received and reviewed the FY 2025–2026 budget. Anthony Kicklighter requested additional time for a detailed review. The Board also reviewed the bank account report and the Superior Court income report. Discussion included misappropriated funds and next steps.

Executive Director's Report

The Executive Director provided program and partnership updates, including a presentation at a DFCS staff meeting on the Active Parenting Program, participation in the Navy Stalking & Domestic Violence Forum, and meetings with Camden House personnel. Updates were also provided regarding grant development with Haleigh Jinkins.

Motions / Votes

Grant Writer Contract: A motion previously made by Anthony Kicklighter and seconded by Silvia Rainer to hire Haleigh Jinkins as a grant writer was approved, including a fee of \$2,000 per month.

Technology & Security Updates

B-Hosted replaced a server hard drive; a Windows Server 2024 upgrade was tabled. Camera system issues remained under review, including exploring a cloud-based system and obtaining quotes, with potential funding through grants.

Low Country Boil Fundraiser Venue

Venue options were discussed; Evergreen Missionary Baptist Church was noted as heavily booked. A Brunswick-area venue owned by Eric Seymour was discussed. The March 21 date was noted as no longer feasible.

Staffing Updates

Marlena was on maternity leave. Debbie Avery was hired as a transporter.

Lucas Foundation

The Lucas Foundation for Entrepreneurship was discussed, including upcoming classes beginning in March and a representative presentation.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — February 26, 2026

Meeting Details

Date: February 26, 2026

Time: 6:30 PM

Location: CCFC

Attendance

- Robert Davenport-Ray
- Anthony Kicklighter
- Ginger Babb
- Silvia Rainer
- Larry Crosby
- Pamela Bennett

Summary of Key Decisions

- Transmission repair options reviewed; remanufactured transmission identified as preferred option.
- Motion on van repair tabled pending further evaluation and email vote.
- Low Country Boil date selected: Sunday, June 28, 2026.
- Venue reservation approved for Crooked River State Park Group Shelter #2.
- Agreement to explore additional grant opportunities through Haley's research.

Minutes Summary

1. Meeting called to order by Robert Davenport-Ray.
2. Discussion of transmission repair options, costs, and maintenance needs.
3. Review of repair and maintenance budget allocations.
4. Decision to postpone motion regarding repairs pending further evaluation and email vote.
5. Discussion of Low Country Boil venue options; June 28, 2026, selected.
6. Financial report presented by Ginger Babb.

7. Grant research updates from Haley, including development strategy.
8. Administrative, staffing, and operational planning discussed.
9. Meeting adjourned following approved motion.

Motions / Votes

Van repair: A motion was tabled pending further evaluation and an email vote.

Action Items

- Larry Crosby and Anthony Kicklighter to meet with Transmission Medic for a detailed evaluation.
- Robert Davenport-Ray to send a PDF receipt of the venue reservation to board members.
- Pamela Bennett and Silvia Rainer to complete quarterly report entry and align financial data.
- Pamela Bennett to attend nonprofit development training beginning March 6 and report takeaways.
- Anthony Kicklighter to secure 50 pounds of shrimp for Low Country Boil and coordinate storage.
- Committee to begin vetting grant opportunities identified by Haley.

Adjournment

Not documented.

Respectfully submitted: _____

Date: _____

Executive Board Meeting Minutes — March 26, 2026

Meeting Details

Date: March 26, 2026

Time: 7:00 PM

Location: Conference Room (as noted in source)

Call to Order

The meeting of the Executive Board of Camden Community Family Center, Inc., dba The Visitation Center, was called to order at 7:00 p.m. by Robert Davenport-Ray, Chairman of the Board.

Attendance & Quorum

Board and staff members present are listed below. A quorum was confirmed.

Name	Title
Robert Davenport-Ray	Board Chairman
Ginger Babb	Treasurer
Anthony Kicklighter	Vice Chairman
Larry Crosby	Board Member

Silvia Rainer

Chairman Pro-Tempore

Absent - Pam Bennett

Executive Director

A quorum was confirmed.

Agenda Items

1. SAM.gov Registration and Contractor Payments

The Board discussed ongoing payments to third-party contractors for SAM.gov and related government registrations. It was clarified that SAM.gov registration is free, with only nominal renewal or late fees charged directly by the government. Third-party entities had been charging significantly higher fees for services that can be completed internally. The Board expressed concern that prior payments were unnecessary and potentially the result of misleading solicitations.

Motion: Robert Davenport-Ray moved that the organization discontinue paying contractors to manage free government access registrations (including SAM.gov) and complete these registrations internally.

Second: Anthony Kicklighter

Vote: Motion carried unanimously.

2. Administrative Access and Account Security

The Board discussed access to essential administrative accounts, including the admin@camdenfamilycenter.org email account hosted through TDS and its use for SAM.gov, two-factor authentication, and recovery communications. It was agreed that passwords and recovery information may need to be reset. The Chairman will contact TDS if necessary to regain or reset credentials. Proper administrative access will be restored and documented.

3. Investigation and Financial Misconduct Update

Robert Davenport-Ray provided an update regarding an investigation involving former executive leadership. An investigator contacted the former executive director regarding questioned transactions. The matter has been referred to the District Attorney's office. The accounting records prepared for review were described as thorough and well-organized. The Board acknowledged the seriousness of the matter while emphasizing due process. No action was required at this time.

4. Grant Writing and Funding Strategy

Ginger Babb reported on grant development efforts. A draft funding strategy identifying approximately \$500,000 in potential grant funding opportunities (excluding state and federal contracts) has been prepared. Approximately 30 grant opportunities were identified as strong fits

for the organization. The Board discussed scheduling a meeting with the grant consultant to review the strategy in detail.

5. Financial Overview

The Board reviewed general financial considerations, including payroll as the organization's largest recurring expense, the importance of maintaining a cash reserve of approximately \$12,000–\$15,000 to cover operating gaps, and upcoming obligations related to contracted grant services. Discussion only; no motion was made.

6. Fundraising and Events

Upcoming fundraising efforts discussed included a community 5K race with phased registration pricing, advertising strategies, and the Low Country Boil scheduled for June 28, 2026, including food sourcing, ticketing, and promotion.

7. Website and Communications

The Board noted that the website contains outdated leadership information and contact details and that the organization's mission statement and imagery should be reviewed and updated. Responsibility for website updates will be addressed at a future meeting.

Action Items & Follow-Ups

- Chairman to contact TDS regarding administrative email access.
- Meeting to be scheduled with the grant consultant to review the funding strategy. Website leadership and contact information to be reviewed at a future meeting.

Adjournment

Motion to Adjourn: Anthony Kicklighter

Second: Larry Crosby

The meeting was adjourned at approximately 7:51 p.m.

Respectfully submitted,

Recorded & Approved by:

Robert Davenport-Ray
Chairman of the Board

Executive Board Meeting Minutes — April 23, 2026

Meeting Details

Date: April 23, 2026

Time: 7:00 PM (call to order noted at approximately 7:14 PM)

Location: Camden Community Family Center, Conference Room

Presiding: Robert Davenport-Ray

Attendees: Robert Davenport-Ray, Board Chairman

Ginger Babb, Treasurer

Anthony Kicklighter, Vice Chairman

Pamela Bennett, Executive Director

Absent Members: Silvia Rainer, Chairman Pro-Tempore

Larry Crosby, Board Member

Quorum: Not present. The Board discussed agenda items but deferred formal actions requiring a quorum.

Call to Order

Robert Davenport-Ray called the meeting to order at approximately 7:14 PM.

Approval of Prior Minutes

The minutes from the prior meeting had been distributed in advance. Due to the lack of a quorum, approval was deferred to a future meeting when a quorum is present.

Reports

Treasurer / Finance

Ginger Babb reported account balances of approximately \$789 in the debit account and \$52,103 in the checking account. A recent deposit was noted. Two checks were issued to the Camden County Tax Commissioner related to the organization van (including a small fine related to an insurance lapse). Routine expenses discussed included payroll, gas, and QuickBooks. The Board noted that Haleigh Jinkins (Golden Isles Grant Writing) bill and the remaining portion of a \$5,000 fee related to grant writing had been paid.

Grants & Funding

The Board discussed the PSSF grant/contract renewal process, including a reported extension while the funder transitions from a contractor model to in-house administration. The importance of PSSF funding to core operations was emphasized. It was reported that the funder primarily wanted confirmation that appropriate steps are being taken to prosecute alleged misuse of funds and did not indicate a recoupment requirement at this time.

Program funding status discussed included approximately \$67,000 remaining and approximately \$50,000 used to date for the current period, with the current period described as roughly halfway through the funding cycle. Monthly billing was discussed at approximately \$9,000–\$12,000, with receipts described as typically monthly. The need to maintain a cash reserve to cover potential funding gaps was noted.

Compliance / Filings

The Board discussed the preparation of IRS Form 990 filings. Gina Davenport-Ray (CPA with Fowler Maxwell and Company) was identified as supporting the filings and was expected to complete related work during the week. A meeting was to be scheduled with a QuickBooks resource to review updates/changes.

Audit requirements were discussed in relation to grant applications, including a planned meeting with the Georgia Bar Foundation. The Board noted the organization does not currently have a formal independent audit due to cost, but can provide bank statements and financial reports as needed.

Operations / Assets

The organization's van was reported to be operating well. A long-term plan discussed included maintaining existing assets (vans/cameras) and reusing them if new equipment is funded in the future and/or if the program expands.

Fundraising & Events

Low Country Boil: The event timeline was discussed, including setup, music/band timing, cleanup, and departure planning.

Race fundraising: The race registration site was reported to be active with early registrations. Promotion plans included listings in running directories and the creation of a Facebook event, with a request to allocate funds for paid social media promotion ahead of registration fee increases.

Communications / Website

A new website draft was discussed, along with plans to use the domain camdencommunityfamilycenter.com. The Board discussed challenges accessing/controlling an existing GoDaddy site/domain associated with a former individual account. Robert Davenport-Ray planned to contact GoDaddy to verify organizational control and secure access.

Other Business

Board insurance: The Board discussed obtaining an invoice/renewal information for board insurance coverage; Anthony Kicklighter agreed to request an invoice from the insurance contact.

- Staffing: A staff update was provided regarding Marlina returning on May 4 following the birth of her baby. A request was discussed to retain Debbie Avery at least part-time based on operational needs.
- Public communications: The Board discussed planning a response in the event of public/media attention related to a potential arrest connected to the ongoing matter referenced during the meeting.

Action Items

- Gina Davenport-Ray (CPA) / Finance team: Proceed with 990 preparation; coordinate any needed extensions and supporting documents.
- Robert Davenport-Ray: Contact GoDaddy to verify access/control of the organization's domain and secure administrative access.
- Anthony Kicklighter: Request board insurance invoice/renewal documentation from the insurance contact and route to Treasurer.

- Pamela Bennett: Continue grant application calendar (including Georgia Bar Foundation LOI and other deadlines) and prepare requested documentation as applicable.
- Ginger Babb: Develop and publish race promotion materials, including a Facebook event, and coordinate paid promotion budget parameters.

Motions / Votes

No formal motions were made or voted upon due to the absence of a quorum.

Adjournment

The adjournment time was 8:03 PM.

Certification

Prepared by: Robert Davenport-Ray Date: April 24, 2026

Approved by: Robert Davenport-Ray Date: April 24, 2026