Board Meeting with New Officers and Fundraising Plans

Date: Sep 25, 2026, Duration: 1:22:43

Attendance:
Pam Bennett
Lisa James
Wendy Steele
Ginger Babb
Sharon Bergsma
Carla Hill
Ashley Cooper-Heath
Larry Crosby via Zoom

Summary

The Camden Community Family Center board meeting convened with the election of new officers following recent resignations. Lisa was elected as board chairman, Wendy as vice chairman, Sharon as secretary, and Ginger agreed to continue as treasurer. Two new board members, Ashley and Carla, were approved and welcomed to the board. The organization's financial situation has improved dramatically, with the main checking account balance rising from $2,000 last month to over $55,000, primarily due to resumed PSSF grant payments and a $15,000 anonymous donation. The board approved $90 for Facebook advertising to promote the upcoming 5K/10K race on October 3rd at St. Mary's Elementary. Race preparations are underway with medals ordered, timing services contracted with Second Wind, and volunteers coordinating water stations and registration. Director Pam reported several significant developments: Nicole became a notary for the organization, a fall fundraiser called "Cozy for a Cause" quilt auction will run November 1-14, and Navy Federal Credit Union began providing financial literacy programs to teens. Hope 1312 approached the organization about opening a visitation center in Brunswick, which the board will explore pending budget review and coordination with CASA to avoid duplication of services. The board discussed establishing a board member donation policy, with 100% participation required but flexible amounts to satisfy grant requirements. Plans were made to recognize outgoing board members D. Ray, Anthony, and Sylvia with plaques and a potluck celebration for their years of service.

Notes

Board Member Introductions and Approvals

- Motion made and approved to accept Carla and Ashley as new board members - All board members present voted in favor - Ashley noted she is on the CASA board and will recuse herself from certain grant discussions to avoid conflicts of interest

Election of New Officers

- Lisa nominated and elected as Board Chairman - Wendy nominated and elected as Vice Chairman - Ginger agreed to continue as Treasurer with support from the board - Sharon nominated and elected as Secretary - Full slate of officers now in place

Mission Statement Development

- Discussion postponed to allow proper process with all board members - Lisa will share a formal process for developing the mission statement - Plan to work on it during October meeting (15 minutes) with remainder as homework - Final version expected by November meeting - Temporary mission statement will be used for Methodist Foundation presentation

Financial Report

- Main checking account balance: $55,823.25 (up from $2,000 last month) - Debit card account used for office supplies, Amazon purchases, and gas - PSSF Grant paid through October, resumes in November - Superior Court funds: $550 from Saturday visit fees - Anonymous private donation: $15,000 - Race registration payments coming in incrementally through Run Sign Up - Crown Awards invoice for race medals: $471 - Organization is financially stable after period of limited funds

Race Planning - October 3rd Event

- Race scheduled for Saturday, October 3rd at St. Mary's Elementary/Catholic Church area - Sign placement Friday night at 6pm on Osborne Road - Saturday setup begins at 5am, bib pickup starts at 6am - Race starts at 7:30am, Fun Run at 8am - Approximately 75-80 runners expected (compared to 277 on July 4th) - Race Day Check-in app required for volunteers (green app with RD logo) - Shirts ordered through Sylvia, cutoff for shirt registration was September 22nd - First Class Association providing water stations - Brad and Susie Tippins coordinating additional water support - Medals ordered for all participants - Motion approved for $90 Facebook advertising campaign (Saturday through Thursday, $15/day) - Targets broader geographic area including Waycross, Jacksonville, and Brunswick

Future Race Planning

- Independence Day Run moved to July 3rd, 2026 (Saturday instead of July 4th) - Need to sign contract with Second Wind for timing services - Contract covers both July race and Seafood Festival race - Cost approximately $1,200-$1,300 for timing services - Motion approved to sign Second Wind contract - July 4th race previously generated close to $5,000; October race expected to break even - Donations through Run Sign Up: $499 from July 4th, $77 so far from October race

Race Sponsorship and Fundraising Ideas

- Discussion of sponsor-a-sign program for race course - Camden Quilters Guild does not object to direct sign sponsorships - Proposed pricing: $100 per sign (approximately 22-23 signs total) - Signs will have removable sections with Velcro for sponsor names - Sharon will

create laminated, reusable signs - Plan to create flyers for July 3rd race to distribute at October event - Need flyers for both participants and potential business sponsors

QuickBooks Training and Financial Management

- Ginger expressed need for QuickBooks tutoring - Lisa offered to provide QuickBooks training - Ginger handles input well but needs help with reports and navigation - Strong communication between Ginger and Pam makes treasurer role manageable - Pam handles day-to-day financial operations and receipts

Governance Committee Updates

- Updated policies and procedures distributed to board members - Board members asked to review documents at leisure and provide feedback at next meeting - Letter of Commitment updated and signed by board members - Conflict of Interest forms completed - All financial records now stored in locked cabinet on-site - Bank statements and previous year's financial records organized

Board Member Donations Policy

- Grant manager Haley recommends line item for board member donations - Methodist Foundation wants to see 100% board participation in giving - Motion approved: Board members donate either service time (in-kind) or monetary amount of their choosing - No minimum amount required - can be $5 or more - Allows board to report 100% participation without financial burden on members - Decision made before Methodist Foundation presentation on Tuesday

Staff and Operational Updates

- Nicole became notary public - organization paid for certification and seal - New office supplies and equipment purchased after period of limited spending - Gas expenses increased significantly - Amazon purchases included items delayed due to previous budget constraints - Room 3 completed by Reynolds Co. with under-the-sea theme - Organization purchased Halloween costumes for fall festival (12 costumes for $23) - Costume theme: crayons

Fundraising Initiatives

- Fall fundraiser: "Cozy for a Cause" quilt auction, November 1st-13th/14th - Camden Quilters Guild donating quilts for auction - Quilts normally given to children when they leave the center - Online bidding format, link to be shared with board members - Second quilt auction planned for spring - Low Country Boil scheduled for February 13th - Golf tournament under consideration - Planning to begin after October race concludes

Grant Updates

- Baker McClure Foundation: submitted - Georgia Bar Foundation: $20,000 received - Coastal Communities of Coastal Georgia Foundation: denied (typically receive annually, meeting scheduled to discuss) - PISSIF: approved, new grant cycle starts October 1st - St. Mary's Methodist Foundation: presentation scheduled for Tuesday at 10am - Presentation focuses on transparency about past year's challenges - Francis Wood Wilson Foundation: submitted September 15th - Jack and Ann Glenn Foundation: submission by end of September - BOCA and VAWA grants: likely not accepting new applicants this year, only continuing grantees - DHS grant: Haley monitoring

Partnership Opportunities

- Hope 1312 approached about opening visitation center in Brunswick - Would require office space, staff, and funding - Waiting on budget review before commitment - Need to verify CASA doesn't already provide visitation services in Brunswick to avoid duplication - Camden House received large grant for working with kids - New executive director Linnae requested MOU partnership - Would model after previous Coastal Counseling MOU ($20/session therapy) - Pricing would match PSSF rates - Partnership could expand services to Glynn County as pilot project - Would require hiring additional staff - Could pursue grants for operating costs in following year

Community Engagement

- Navy Federal Credit Union conducted first financial literacy program for teens - Program well-received, planning to expand to Camden House - Most teen participants have aged out of foster system - One participant is young mother with 2-month-old baby - Osprey Cove Women's Club contacted organization about sponsorship - Previously sponsored organization in 2022 with nearly $8,000 donation - Lisa provided introduction and information about organization to Women's Club - Organization needs increased visibility in community - Child abuse topic difficult for potential donors to hear about - Focus messaging on helping families and success stories

Lucas Foundation Accelerate Program

- Sharon and Pam attending Acceler8 program for nonprofits - Fall session currently in progress - Spring session typically offered in March - Program helps with organizational development - Board members encouraged to participate in future sessions

DFCS Updates

- Fall festival upcoming - organization purchased costumes - Staff will dress as crayons - Regular court testimony continuing - Several TPR (Termination of Parental Rights) cases upcoming - Pam has approved leave December 16th-29th to visit son in California

Recognition for Departing Board Members

- Discussion of recognition for long-serving board members who resigned - D. Ray served 15 years, Anthony served 12 years, Sylvia served 3 years - Plan to provide plaques with names and years of service - Lisa volunteered to coordinate plaque ordering (likely through James Jewelers) - Board members will donate funds for plaques rather than using organizational budget - Potluck gathering planned at office to present plaques - Ginger will contact former board members to coordinate date that works for all

Administrative Items

- Previous meeting minutes not available for approval - Scribe app being used for meeting transcription to assist secretary - Board member application form created for future interested candidates - Applications will be kept on file for when positions become available - All board members signed attendance sheet - Meeting attendance counts as in-kind donation for grant reporting

Action Items

1. Lisa to share mission statement development process for October meeting (15 minutes in meeting, remainder as homework, finalized by November).

2. Lisa to provide QuickBooks tutoring/training to Ginger.

3. Sharon to review Scribe note-taking tool with assistance from board members.

4. Ginger to sign contract with Second Wind for timing services for July 4th race and seafood festival.

5. Board members to review updated governance documents and provide feedback/questions at next meeting.

6. All board members to sign letter of commitment.

7. Ashley to reach out to CASA Brunswick to determine if they conduct visitations.

8. Pam to follow up with Hope 1312 regarding budget for potential Brunswick office space.

9. Pam to follow up with Camden House regarding MOU for grant partnership.

10. Pam to return call to Osprey Cove Women's Club.

11. Pam, Ginger, and Wendy to present to St. Mary's Methodist Foundation on Tuesday at 10am.

12. Lisa to research and order plaques for outgoing board members (D. Ray, Anthony, Sylvia). 13. Ginger to text outgoing board members next week to coordinate potluck/recognition event date.

14. Larry to schedule oil changes for vehicles with Pam.

15. Board to approve $90 for six-day Facebook advertising campaign (Saturday through Thursday) for the race.

16. Board to create flyers for July 3rd race and business sponsorship opportunities to distribute at October 3rd race.

17. Sharon to create larger, laminated sponsor signs with velcro for business names.