Executive Board Meeting Minutes

Camden County Community Family Center, DBA The Visitation Center
Meeting Date: July 30, 2026
Meeting Called to Order: 6:58 p.m.

1. Executive Summary

The Executive Board met on July 30, 2026, for an informational discussion due to a lack of quorum. Key topics included a review of the Low Country Boil fundraiser, planning for a potential online quilt auction, website and domain updates, community partnership development, Lucas Foundation training, grant submissions and reimbursement delays, reserve-building priorities, and program service gaps related to drug screening. Board members identified several follow-up actions to support fundraising, communications, grant administration, website updates, and service planning.

2. Call to Order and Quorum

Robert Davenport-Ray called the meeting to order at 6:58 p.m. At the opening of the meeting, it was noted that a quorum was not present because several board members were out of town. The meeting proceeded as an informational discussion by the executive board.

3. Attendance

Present	Absent
Sharon Bergsma, Board Member **Ginger Babb, Treasurer** **Pamela Bennett, Executive Director** **Anthony Kicklighter, Vice President** **Robert Davenport-Ray, Secretary**	Silvia Rainer, President Larry Crosby, Board Member Lisa James, Board Member

4. Prior Meeting Minutes

Robert Davenport-Ray reported that the minutes from the prior board meeting had been completed and distributed via email. He noted that past board minutes are also available on the organization's website and are maintained as PDFs for review.

5. Executive Director Report

5.1 Low Country Boil Fundraiser Review

Pamela Bennett reported positive feedback from the Low Country Boil fundraiser, including strong praise for the food and the overall attendee experience. Suggestions for improvement included recommending that board members circulate among tables, introduce themselves, and speak with attendees about the Center, its mission, and the silent auction. The group also discussed improving the silent auction process by using paper bid sheets or another method that is easier for attendees than relying on QR codes, especially when reception is limited.

5.2 Fall Fundraiser Concept

Pamela Bennett proposed a fall fundraiser featuring an online quilt auction. Quilting volunteers supported the idea, and larger or more detailed donated quilts may be set aside for auction. The board discussed promoting the auction on Facebook, the organization's website, and potentially through Zeffy or another nonprofit fundraising platform.

5.3 Website and Domain Update

Pamela Bennett reported that the previous GoDaddy domain was at risk of shutdown due to payment issues and lack of access to prior account information. The organization has transitioned the website to Wix, which was reported to be more cost-effective. The current website was identified as CamdenCommunityFamilyCenter.com. Board member photos were discussed as needed for the website.

5.4 Community Partnerships and Program Development

The Executive Director reported increased website traffic and several new or emerging partnerships. Reynolds Company of Atlanta has expressed interest in adopting a room and has already provided and installed a 55-inch television. Navy Federal has expressed interest in supporting financial literacy programs, including classes for Camden House participants, teens in life skills classes, and parents served by the Center. The organization

is also partnering with the County Library teen group and Book Box to provide a free book box for children outside the Center.

5.5 Lucas Foundation Training

Pamela Bennett reported that she has registered to retake the Lucas Foundation class and encouraged board members to consider attending. The class begins on September 18, meets Fridays from 10:00 a.m. to 12:00 p.m., and runs for eight weeks. Registration is available on Eventbrite. The training was described as valuable for strategic thinking, planning, and organizational development.

6. Grant and Funding Updates

Pamela Bennett provided updates on several grants and funding opportunities. To date, the PSSF paperwork, including an extension request, has been submitted, and the organization is awaiting reimbursement that is several months overdue. The Baker Foundation grant, approximately $10,000 to support cameras, computers, and a new server, was submitted on May 29. The McClure Foundation's request for $5,000 to support parenting classes and related materials was also submitted. The Georgia Bar Foundation grant for $35,000 was submitted on June 1 and was described as promising following a positive meeting. The Communities of Coastal Georgia Foundation submitted a request on July 1 for $15,000 to cover long-distance travel and general operating expenses. The Saint Marys Methodist Foundation request was submitted for $50,000, including long-distance travel, program operations, salary support, vehicle operations, and workload-related support.

The board discussed the importance of building reserves and diversifying funding sources to ensure PSSF is not always the organization’s largest funding source. The Executive Director noted that future grant planning is being organized month by month, including upcoming applications to the Andrea-Mennen Family Foundation, a Georgia DFACS block grant, and the Frances Wood Wilson opportunity.

7. Program Needs and Service Gaps

Pamela Bennett identified drug screening as a significant service gap affecting cases. She reported that funding for drug screening is limited, even though testing may be required in case plans. The Center has contacted Abbott Labs regarding a partnership and training, and staff have already completed initial training. Debbie was noted as already certified through prior experience. Additional details and cost information may be distributed by email for board review.

8. Action Items

- ☐ Use paper bid sheets or another accessible method for future silent auctions when QR codes or reception may pose barriers. Responsible party: Pamela Bennett / Fundraising Team
- ☐ Continue developing the online quilt auction concept and evaluate promotional and platform options. Responsible party: Pamela Bennett
- ☐ Provide updated photos of board members for the website. Responsible party: Board Members
- ☐ Send the Lucas Foundation class registration information to interested board members. Responsible party: Pamela Bennett
- ☐ Follow up on grant status, payment delays, and any documentation requirements, including whether three quotes are required for purchases. Responsible party: Pamela Bennett, Treasurer
- ☐ Share additional information on drug screening partnerships, training, and costs with the board. Responsible party: Pamela Bennett

9. Adjournment

The meeting adjourned at 8:15 PM. These minutes are prepared from the meeting transcript for board review, correction, approval, and distribution.