**CASF Board of Directors Minutes**

March 14, 2024 at 9:38 AM

Attending Board Members: Tommy Lane, Daniel Crapps, Richard Mankin, Frank Williams, Becky Hunt, Veita Jackson-Carter, Gil Levy, Christy Milligan, Darleen Morgan, Jason Shaw, Sr.

Attending Team Members: Phil Kabler, Cindy Starling-Hersey, Jonathan Lewis

Consultant: Jim Pearce

Guest: Roby Thomas, CPA

**CALL TO ORDER/QUORUM CHECK**

A quorum was in attendance with 10 Board Members present. Vice President D. Crapps chaired the meeting at President T. Lane’s request.

**CONSENT ITEMS**

Motion to approve the Agenda and February 8, 2024 Minutes, and ratify the actions taken at that Meeting, was made by D. Morgan, seconded by R. Mankin, which motion was unanimously approved.

**FINANCIAL MATTERS**

**CDS/CASF – presentation re: (a) FY 22/23 audit results; (b) audit-related Management Representation Letter; (c) CDS/CASF 2023 990s, 5500**: Roby Thomas, CPA (Thomas & Company, C.P.A., P.A.)

R. Thomas, CPA presented a detailed analysis of the Audit Report; the conclusion was an unmodified (‘clean’) audit. He noted no disagreements or difficulties working with management or obtaining requested information, even with the departure of the CFO and replacement with T. Porter’s firm. He discussed the end result of the year was an increase in revenues over prior years, and strong Current Ratios and Operating Margins compared to other non-profits. He offered the following recommendations: (a) revenue sources should be diversified; (b) Fiscal Department continuity should be established; (c) routine Board meetings reviewing fiscal matters should be continued; (d) efficient fiscal processes (such as allocations, checks communications) should be developed; and responsible financial controls should be continued; and (e) out-sourced services should be considered (such as retirement plan administrator). Following motion by G. Levy, and second by V. Jackson-Carter, (a), (b), and (c) above were unanimously approved.

**Action item – Approve Thomas & Company, C.P.A., P.A.’s supplemental invoice amount ($1,750.00)**:

Following motion by D. Morgan, and second by R. Mankin, the supplemental invoice amount, was unanimously approved.

**BUSINESS MATTERS**

**Report item – Contracts update:**

A copy of the Gainesville Carpet & Flooring – Bivens Suites 5-6 was included with the Meeting materials.

**Report item – Existing Gainesville Interface Youth Shelter sale/lease-back status:**

D. Crapps reported that the Commercial Contract between CASF and Family Promise for the existing shelter was executed, and the Lease Agreement is being finalized to be signed by P. Kabler for CDS (as a closing document approved during the January 11, 2024 Board Meeting).

**Report item – Transfer of Columbia County properties to CASF, approval to conduct title search:**

P. Kabler reported that James M. McCarty, Jr., Esq., who will obtain due diligence title searches of the two subject-properties, returned from a trip and will attend to the project.

**Action item – New Interface Youth Shelter Payment Application #5:**

Payment Application #8 ($505,476.08) is due next week (Net 15). Following motion by F. Williams, and second by R. Mankin, payment of this invoice amount by CASF, was unanimously approved. It is anticipated that this amount will be reimbursed by the payments due from DJJ. T. Lane noted that this ability to make cross-account payments from reserves shows the strength of historically responsible fiscal management.

The meeting adjourned at 9:41 AM.