

CAMConnect Executive Committee Meeting September 6, 2007

Present: Derek Ziegler, Joe Myers, Sean Brown, Jean Mouch, Jeff Brenner, Lauren Hill, Stacey Pierce (Camden Empowerment Zone Corp), and David Gonzalez (Summer Intern)

Excused: Hilary Colbert

- Review June 2007 minutes
 - Members reviewed the June 7, 2007 meeting minutes with particular attention to Next Steps; Joe offered a motion to accept the minutes, Jeff seconded, all in favor

- Executive Director's Update
 - Members reviewed and discussed expenses: Constant Contact (e-mail newsletter service) Joe Myers offered a motion to purchase an annual subscription at a cost of \$204.
 - Members discussed a subscription for SurveyMonkey with an annual cost of \$180.05. Lauren offered a motion to purchase an annual subscription, Jeff seconded, all in favor.
 - Members discussed purchasing two new computers; agreed that one computer could be purchased now and a second within a 12 month period. Lauren offered a motion to approve the purchase of 2 computers purchased separately over the next year, Sean seconded, all in favor.
 - New members – one patron (William Fuller) and one small business Save Our Waterfront)
 - Contracts – included in the Camden Coalition of Healthcare Providers renewal grant proposal to the RWJF for 3 years at \$20,000 annually; NJ Health Initiatives has requested some ongoing assistance with their grantee database and reporting; developed and analyzed an online survey for the Camden Cancer Coalition; prepared and revised a series of parcel maps for Heart of Camden; organized a GIS training with the City and the Empowerment Zone; preparation of summary profiles for 3 additional Abbott districts, total of 5 profiles developed; completing work related to comparing juvenile justice outcomes for CCYSC, anticipated release early 2008; asked to update Cooper's Ferry report focused on the FY 2007 and FY 2008 budgets.
 - Proposals – Camden Community Development Association – asked to prepare a proposal to evaluate what data is collected, how often it is updated, and how the information collected by different departments interface with other departments.
 - June and July were record months for website traffic

- Budget Update
 - Derek reported that CAMConnect is doing really well financially, partially due to \$20,000 received for balance of AECF grant and \$15,000 from UMDNJ for previous work

- Members discussed the potential for bringing on another staff person given the positive financial picture
- Jean reminded that we should identify and report the amount of Cooper's in-kind support
- Expense Policy
 - Members reviewed and discussed the proposed expenditure policy: for purchases less than \$200 the Executive Director has the authority to initiate w/o prior approval; for purchases \$200 - \$1000 the Treasure can approve or refer to Executive Committee for approval; for purchases over \$1000 the Executive Committee must approve; Budget reports will reflect all purchases with detailed addendum. Members agreed to put this proposal before the entire Board, Sean offered the motion to seek Board approval, Jean seconded, all in favor.
- Board Succession/Transition
 - Sean led a discussion regarding the replacement of Board members: Any organization that has a designate that leaves the organization must name another person; the organization should send this name in writing. Our Bylaws should be amended to reflect replacement policy
 - Board Election Tie – Sean indicated a recommendation that our Bylaws reflect procedures in the event of a tie in a Board election. The Chair would become the tie breaker.
 - Succession Plan – in the event the Executive Director is unable to perform his duties unexpectedly, we should:
 - Have all passwords and PINs available, provided to the Chair
 - Identify a staff or Board member that would assume critical responsibilities
 - Place the plan online
- Review 2007 Draft Camden Facts report
 - David Gonzalez, Summer Intern/Drexel student has prepared a draft for he citywide update, Derek requested members review and comment on the draft report
 - Stacey indicated that we might consider adding economic indicators of community designations to the Neighborhood reports. Further, she indicated that CEZC is anticipating the creation of comprehensive neighborhood plans, and will discuss the potential for partnership with CAMConnect for project. Neighborhoods that may be the focus of this effort are Parkside, Centerville, North Camden, and Fairview.
- Executive Director's Annual Review
 - Derek was asked to leave the room; members discussed Derek's self-evaluation document and determined through consensus Executive Committee assessment of Derek's performance for the past year

- Members discussed presenting a \$2500 bonus for 2007 given that the pay increase authorized for last year did not take affect
 - Members discussed support for approving a salary increase that would bring Derek's salary within the low \$60,000 to \$72,000; Lauren offered a motion to accept he recommendation to increase Derek's salary within the range proposed, Jean seconded, all in favor.
- Option "4" proposal
 - Members did not have sufficient time to discuss this item, to be continued.
- Preparation for September 20th Board Meeting
 - 10 AM @ Catholic Charities