

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, May 9, 2017

Tracy Schwab, President, called the meeting **to order**, at 6:30 p.m. in TARC's Administration Building, Conference Room #3.

Upon roll call, the Board of Directors recorded as present were: Tracy Schwab, Della Hotard, Karen Chauvin, Mike Allemand, Donell Donaldson, Richard Watkins and Lindsay Ocker, Client Representative. Board members recorded as absent were: Dr. Ruthanne Gallagher, Marie LeBlanc and Larry Pete. **A quorum was present.** Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Tiffany Brunet, Bobby Roddy, Ericka Wolfe and Erica Pellegrin.

Tracy Schwab led the group in **prayer**, followed by the **pledge** by Lindsay Ocker.

Approval of the Agenda-Karen Chauvin moved, seconded by Della Hotard, to approve the agenda. Motion carried.

Public to be Heard- There was no public to be heard.

Staff Recognitions-There were none.

Secretary's Report-Karen Chauvin presented the Board of Directors report of April 11, 2017.

Mike Allemand moved, seconded by Donell Donaldson, to accept the Board of Directors report of April 11, 2017. Motion carried.

President's Report: Tracy Schwab discussed the article, "Communicating with various generations", in the Non Profit Board report for **Board Development**.

Mike Allemand moved, seconded by Karen Chauvin, to excuse the absences of Marie LeBlanc, Dr. Ruthanne Gallagher and Larry Pete. Motion carried.

The annual Board member self-evaluations are due this month. They will be compiled and presented at the meeting in June.

The **By-Laws** were presented for annual review.

Della Hotard moved, seconded by Richard Watkins, to accept the By-laws, as presented. Motion carried.

The **Self-Governing Policies of the Board** was presented for annual review.

Della Hotard moved, seconded by Donell Donaldson, to accept the Self-Governing policies, as presented. Motion carried.

Mary L. Bisland presented the **Operating Policies**.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Operating policies. Motion carried.

The **Employee Handbook** was presented for review.

Mike Allemand moved, seconded by Karen Chauvin to accept the Employee handbook with the revised date of October 11, 2016, as presented. Motion carried.

The **Personnel Manual** was presented for review.

Richard Watkins moved, seconded by Karen Chauvin, to accept the Personnel Manual, as presented. Motion carried.

Executive Directors Report-Mary L. Bisland introduced Phillip Bourgeois, TARC's new Client Representative, to the Board of Directors.

The Department Directors present reported on their departments.

Committee Reports:

Mike Allemand presented the **Finance Committee Report** of May 9, 2017.

Karen Chauvin moved, seconded by Della Hotard, to accept the Finance Committee Report of May 9, 2017. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of May 9, 2017.


Mike Allemand moved, seconded by Karen Chauvin, to accept the Client Representative Report of May 9, 2017. Motion carried.

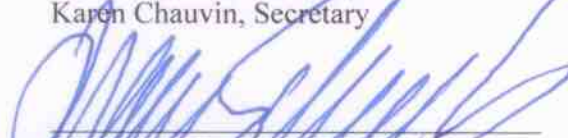
Mary L. Bisland presented Lindsay Ocker, with a certificate of appreciation, for her service to the Board of Directors, as the Client Representative.

Mike Allemand moved, seconded by Donell Donaldson, to **adjourn**. Motion carried. The meeting adjourned at 7:26 p.m.

Respectfully Submitted,


Karen Chauvin, Secretary


Patricia Chauvin, Custodian of TARC records
Meeting tapes will be kept on file for six (6) years


Approved: Tracy Schwab, President