

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, November 14, 2017

Tracy Schwab, President, called the meeting **to order**, at 6:15 p.m. in TARC's Cafeteria.

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

Mary L. Bisland led the group in **prayer**, followed by the **pledge** by Della Hotard.

Approval of the Agenda-Larry Pete moved, seconded by Karen Chauvin, to amend the agenda to start the meeting at 6:15 p.m.

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

Staff Recognitions- Mary L. Bisland recognized, Dawn Timperio and Erica Pellegrin, based upon the outstanding work they have done, for TARC's Creative Employment Opportunities and for the people we serve.

Secretary's Report-Karen Chauvin presented the Board of Directors report of October 10, 2017.

Della Hotard moved, seconded by Donell Donaldson, to accept the Board of Directors report of October 10, 2017. Motion carried.

Deanna Zeringue presented the **403-B Audit Report** ending December 31, 2016. There were no findings or management letter comments.

Donell Donaldson moved, seconded by Della Hotard, to accept the 403-B Audit Report for the year ending December 31, 2016. Motion carried.

Deanna Zeringue presented the following **403-B Employer Match Resolution.**

RESOLUTION OF THE BOARD OF DIRECTORS
OF TERREBONNE ARC

STATE OF LOUISIANA, PARISH OF TERREBONNE

On the 14th day of November, 2017, at a meeting of the Board of Directors of Terrebonne ARC (TARC), held in the city of Houma, Terrebonne Parish, Louisiana with a quorum of the board members present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation do hereby approve the same formula for matching contributions used in 2017 for 2018. The formula will continue to be 50% of the employee's deferral up to 8% of compensation for the 2018 plan year.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Terrebonne ARC held on the 14th day of November, 2017. Karen Chauvin, Secretary of TARC's Board of Directors

Della Hotard moved, seconded by Larry Pete, to accept the 403-B Employer Match Resolution. Motion carried.

President's Report: Tracy Schwab presented for **Board Development** a recommendation from our last CARF survey. Samples will be given to the Board to develop a Governance policy regarding engagement of advisors.

Karen Chauvin moved, seconded by Marie LeBlanc, to excuse the absence of Mike Allemand. Motion carried.

Executive Directors Report- The Department Directors present reported on their departments. A report from the Architect, on the progress of Cajun Confections Bakery, was reviewed.

Committee Reports:

Della Hotard presented the **Policy Committee Report** of October 30, 2017.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the Policy Committee Report of October 30, 2017. Motion carried.

Deanna Zeringue presented the **Finance Committee Report** of November 14, 2017.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the Finance Committee Report of November 14, 2017. Motion carried.


Philip Bourgeois presented the **Client Representative Report** of November 14, 2017.


Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of November 14, 2017. Motion carried.

Larry Pete moved, seconded by Dr. Ruthanne Gallagher to **adjourn**. Motion carried. The meeting adjourned at 6:55 p.m.

Respectfully Submitted,


Karen Chauvin, Secretary


Approved: Tracy Schwab, President


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