

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, March 13, 2018

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, Dr. Ruthanne Gallagher, Karen Chauvin, Della Hotard, Donell Donaldson, Marie LeBlanc, Larry Pete and Philip Bourgeois. Board members recorded as absent were: Mike Allemand, and Richard Watkins. A **quorum was present**. Staff present were: Mary L. Bisland, Patricia Chauvin, Tiffany Brunet, Erica Pellegrin, Bobby Roddy, Rodger Shelton, Ericka Wolfe and Deanna Zeringue.

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

Approval of the Agenda-Dr. Ruthanne Gallagher moved, to amend the agenda to review the CNM Business Service Agreement. Roll call vote: Tracy Schwab-yes, Dr. Ruthanne Gallagher-yes, Karen Chauvin-yes, Della Hotard-yes, Donell Donaldson-yes, Marie LeBlanc-yes, and Larry Pete-yes. The Roll Call Vote was unanimous.

The **service agreement with CNM Business** was reviewed by our Attorney and presented for review by the Board. CNM will be developing a software program, to replace the current one we are using, for client programming. This software can be modified to suit our needs when needed.

Marie LeBlanc moved, seconded by Karen Chauvin, to accept the agreement with approval by our Attorney with his recommendations of what we need to change to make it okay, but at least that we pursue that getting it done and that we accept the royalties throughout phase 1. And, add a hold harmless clause. Motion carried.

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

Secretary's Report-Karen Chauvin presented the Board of Directors report of February 6, 2018.

Dr. Ruthanne Gallagher moved, seconded by Della Hotard, to accept the Board of Directors report of February 6, 2018. Motion carried.

President's Report:

Board Development-Tracy Schwab reviewed the nine items on "The Best Board Meeting I Ever Attended" publication.

Organizational Chart Change-Erica Pellegrin presented a change to the Organizational Chart to add additional managerial responsibilities to the Adult Service Manager in Division 3. The position currently oversees Houma Grown and the Art Department. Creative Employment Opportunities will be added to this positions managerial responsibilities.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, approve the change to the Organization Chart in Division III, as presented. Motion carried.

Executive Directors Report-The Department Directors present reported on their departments. An update was given on the Cajun Confections building construction.

Committee Reports:

Tracy Schwab presented the **Executive Committee Report** of February 23, 2018.

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Dr. Ruthanne Gallagher moved, seconded by Larry Pete, to accept the Executive Committee Report of February 23, 2018. Motion carried.

Deanna Zeringue presented the **Finance Committee Report** of March 13, 2018.

Dr. Ruthanne Gallagher moved, seconded by Larry Pete, to accept the Finance Committee report of March 13, 2018. Motion carried.

Dr. Ruthanne Gallagher presented the **Client Representative Report** of March 13, 2018.

Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of March 13, 2018. Motion carried.

Marie LeBlanc moved, to go into **Executive Session** to review the Executive Directors Combined Evaluation and Succession Plan. Roll Call Vote to go into Executive Session: Tracy Schwab-yes, Dr. Ruthanne Gallagher-yes, Karen Chauvin-yes, Della Hotard-yes, Donell Donaldson-yes, Marie LeBlanc-yes, and Larry Pete-yes.

Let the record show that the roll call vote to go into Executive Session was unanimous. Motion carried.

Mary L. Bisland and Patricia Chauvin were present for the Executive Session.

Marie LeBlanc moved, seconded by Dr. Ruthanne Gallagher to go back in to regular session. Motion carried.

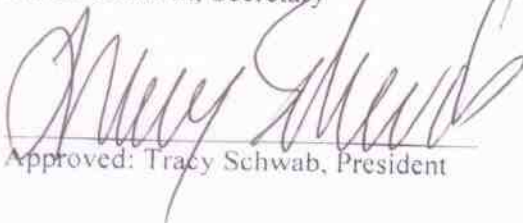
Marie LeBlanc moved, seconded by Dr. Ruthanne Gallagher to accept the Executive Directors evaluation and Succession Plan. Motion carried.

Karen Chauvin moved, seconded by Marie LeBlanc, to **adjourn**. Motion carried. The meeting adjourned at 7:55 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