

KCD Board Meeting
Knoxville Center of the Deaf
Thursday, June 16, 2022

Present:

April Haggard
Jimmy Smith
David Moore
Justine Hardin
Anna Austin
Meme Kerr
Jack Johnson
Bryan Bowen
Jennifer Dean
Angela Simmons
Albert Owen

Not Present:

Susanna Bourgeois
Kristina Willicheva
Alberto Gonzelez

The meeting was called to order at 6:45 PM EDT at Knoxville Center of the Deaf.

- Silent Invocation
- Approval of Minutes: The minutes from March 16th, 2022 were approved as read by the Board Directors.
- Public Comments & Announcements:

David Booker commented:

First thing, he wanted to welcome Jack Johnson as new executive director and hoped from now can do much better than the last several years. He was very disappointed with the Board because at the Yard Sale there were only 2 out of 15 Board members who showed up. What's wrong with the other Board members? Please help and help Jack from now on. Hope to do much better from now on. Thumbs up and good luck.

Betty McBroom commented:

This has popped up and brought up in the past and she talked with the interpreter yesterday about the fact that KCD is the only one required to have a business license or remove it. Let the board discuss that later.

President's report, April Haggard reported:

- Executive Director Jack Johnson began on June 1, 2022
 - Gave him the USB Drive
 - Sent him an email with the Transition Summary report
 - Met with him on June 3, 2022
- The search for an Executive Director is completed
- The Department of Human Services (DHS) Findings Action Plan
 - Jack requested an extension report to June 22, 2022
- Dawn Munroe will resign at the end of June. Jack Johnson will search for another one-two certified interpreters.
- The three motions for Bylaws change have passed and bylaws updated

Vice President's report, Jennifer Dean reported:

- Worked on Bylaws with committee members
- Worked on developing potential board member candidates (John McMahon, Patricia Rittenhouse, MaNeesha Davis, & Steve Harrison)
- Worked on developing Board Training/Retreat with Alliance for Better Nonprofits (ABN)
- Worked on prepping organizational analysis questionnaire with ABN
- Worked with KCD with our Yard Sale (volunteered Friday, Saturday, and Tuesday)
- Connected KCD with UT Law Clinic
- Reconnected KCD with Alliance for Better Nonprofits
- Attended KCD town hall meetings
- Solicited feedback from Deaf community for improving KCD operations

Executive Director Report, Jack Johnson reported:

- Today marks the 12th day of his first 100 days as executive director. He would like to share a few updates on what he promised during his community presentation.
- On his first day, he connected with a volunteer who volunteered to help build a robust KCD Volunteer Program. One of our staff has expressed a passion for events and activities planning. He is working on freeing up her current responsibilities to focus on this important endeavor.
- He has started connecting with organizations interested in working with KCD:
 - Partners Interpreting
 - The ARC (Advocacy group)
 - Dept. of Human Services
 - Partnerships for Families, Children, and Adults
 - Tennessee Schools for the Deaf
- He has hosted five town hall meetings to ask for feedback on what KCD needs to do to connect with the community. Many ideas, old and new, were shared that

KCD could do soon, and some were ideas for long term goals. He will host additional meetings with specialty groups soon.

- There is a consensus among the KCD community in favor of renewing the KCD branding with updated mission and belief/value statements, new tagline, and KCD logo. **Knoxville Center of the Deaf** Connecting communities to breakdown barriers
- Observations, Ideas, and Other Thoughts:
 - Setting up clear policies and procedures
 - Interpreting Rates
 - Mileage Reimbursement
 - Exploring Pros & Cons: Contract Interpreters vs. Part-time Interpreters (PRN)
 - Analyzing Interpreting Services – Return of Investments – Issues
 - Generating revenues for KCD to not depend on DHS Grant
 - Renting rooms and space to the public
 - Charging fees for specialized services
 - Role of the Board of Directors
 - Small Acts, when multiplied by many people, can transform our Deaf Community.

Treasurer's report, Jimmy Smith reported:

- He was just the new treasurer and please bear with me. First, I discussed with the KCD Board President how to do the treasure report. In the past, the past executive director tended to take over the finance report.
- He started with May about the profits and loss statement and showed the total of Revenue of \$52,000 for May 2022, the total of Variable Operating Expenses is \$ 17,701.87 and the total of Fixed Operating Expenses is \$ 47,159.09. The total of profit is \$4,840.91. Looked at the comparisons:

March 2022: \$21,341.59

April 2022: \$16,831.66

- Billable Hours of interpreting:

March 2022: 1049.97

April 2022: 601.77

May 2022: 723.00

- Investments:

UBS Portfolio – March 31st, 2022

Main Account	\$	200,952.25
Smith-Bishop	\$	129,781.33
Total	\$	330,733.58
Checking Acct Balance as of 3/31/22:	\$	62,461.31
Savings Acct Balance as of 3/31/22:		-
Total	\$	62,461.31
Accounts Receivable – as of 3/31/22		
Current	\$	32,995.75
31-60	\$	5,786.52
61-90	\$	929.55
>90	\$	7,374.22
Total	\$	47,086.04

UBS Portfolio – April 30th, 2022

Main Account	\$	188,236.40	
Smith-Bishop	\$	121,260.21	
Total	\$	309,496.61	
Checking Acct Balance as of 4/30/22:			\$ 84,928.06
Savings Acct Balance as of 4/30/22:			-
Total			\$ 84,928.06
Accounts Receivable – as of 4/30/22			
			<u># of invoice unpaid</u>
Current	\$	25,444.80	68
31-60	\$	1,437.05	9
61-90	\$	4,338.50	12
>90	\$	4,278.14	24
Total	\$	35,498.49	113

UBS Portfolio – May 31st, 2022

Main Account	\$ 189,569.46	
Smith-Bishop	\$ 122,072.63	
Total	\$ 311,642.09	
Checking Acct Balance as of 5/31/22:		\$ 84,546.33
Savings Acct Balance as of 5/31/22:		-
Total		\$ 84,546.33
Accounts Receivable – as of 5/31/22		
		<u># of invoice unpaid</u>
Current	\$ 17,885.23	51
31-60	\$ 1,887.30	14
61-90	\$ 221.50	3
>90	\$ 6,030.50	20
Total	\$ 26,024.53	88

Old Business:

- Business License – tabled to electronic (no action).
Angela Simmons commented: There is no report, but she and Jack discussed and explained about the history/background of the business license here at KCD.
- Kristina Willicheva moved to have the KCD Board establish Google Drive as the KCD Board’s new centralized cloud storage.
- Kristina Willicheva moved to have the Center implement efforts to track engagement (individual, day and time, purpose) within the Center, beyond interpreting affairs, for the purpose of data collection. The efforts will be summarized as a quarterly report.
- Kristina Willicheva moved to implement a day retreat for the board for the second quarter of the year. (Assigned to Jennifer Dean.)
- Kristina Willicheva moved to create an updated community member database.
April Haggard commented: Kristina set up the google drive based on the community member database but did not share with April Haggard yet.
- **April Haggard** asked that Kristina Willicheva’s three motions be continued to the next Board meeting. It was agreed to move to the next board meeting.

Committee Reports:

- a. Finance:
Anna Austin commented: There is not much happening yet because she has not met with Jack Johnson. April Haggard, Jimmy Smith, Jack Johnson and she will meet and discuss the finance planning for the year of 2023.
- b. Personnel: **Angela Simmons** mentioned about the business license during the old business.
- c. Regulatory: Susanna Bourgeois could not come to the meeting tonight and there is no report.
- d. Fund Raising: Meme & Kristina?
April Haggard wanted to explain why she put the question mark at the end of Kristina because Kristina has not responded back to April if she is interested or not.
Meme Kerr had an idea and wanted to have a skit show for fundraising maybe this fall and another example if anyone shops at Target. If shopping at Target, a small percentage will support the fundraising for KCD.
- e. Nominating: Jennifer Dean already mentioned in her vice president's report.
- f. Building: **Bryan Bowen** commented he was planning to do it in May but had a busy schedule with his family. First, he noticed that KCD needs to replace something. There are a few things that need some repairs around KCD. He will discuss with Jack Johnson first before immersing with the projects. He will ask different questions related to painting on the walls, replacing the carpets, etc and contact a few people who are willing to volunteer to help with the repairs at KCD.
- g. Restructure: **Meme Kerr** commented that the organizational chart is not official yet because the executive director probably has a different vision based on the chart. She will meet with Jack Johnson to discuss the chart before it becomes official.

New Business:

Motion #1: Meme Kerr moved that KCD set up a committee to investigate and explore rebranding KCD. Anna Austin seconded. The motion is unanimously carried.

Motion #2: Jack Johnson moved that to revise our mileage to match the state rate. Albert Owen seconded. The motion is unanimously carried.

Adjournment: 8:57 pm EDT

Sincerely,
Justine Hardin
KCD Board Secretary