



BOARD OF DIRECTORS MEETING MINUTES

**Minutes of the
Board of Directors Meeting
Tuesday, May 20, 2025
3:30pm - 5:30pm
In-person/virtual Meeting**

Attendees: Board of Directors					
Martha Rozman	x	Jerry Brown	x	Gary Personette	x
Dr. Bruce Mousa		Dr. Della Burt-Bradley	x	Stephanie Lucarelli	x
Denise Murphy	x	Corky Carlsen	x	Dr. Leslie Ricciardelli	
Roger Lipitz	x	Tim Cawley	x	Dr. Jesse Roberts	x
William Lutz	x	Janet Perna	x	Carol Windfeldt	x
Stephanie Viviano	x				

Attendees: Staff & Guest					
Natalia Harding	x				

Chairman’s Report - Martha Rozman

- Martha opened the meeting with gratitude to Stephanie and the staff for their dedication over the past 30 days since Barbara's departure.
- She reported that La Piana contract remains unsigned and is currently on hold.
- Discussion about the possibility of canceling the next BOD meeting due to most items being resolved (approved budget, etc.).
- Martha also acknowledged the resignation of CDO, Samantha Nottingham.

Consent Agenda

The Consent Agenda was approved. Motion by Stephanie L. Seconded by Roger L.

Mission Moments

Each board member shared a recent event they attended:

- Bill - Entrepreneurship Program.
- Janet - Golden Apple.
- Jesse - Take Stock Induction.
- Martha - Volunteer Appreciation Luncheon.
- Corky - Countdown to Cap and Gown.

Special appreciation was extended to Bruce, Carol, and Jesse for their service and commitment to remain actively involved.

Strategic Planning Summary - Carol Windfeldt

Carol summarized key documents and emphasized the need to stabilize the organization before launching a strategic plan.

- Priorities include:
 - Hiring a new CEO.
 - Holding off on hiring a CDO until stabilization.
 - Rebuilding external partnerships.
- Roger inquired about hiring a CDO, prompting brief discussion.

Committee Discussions

- Martha suggested forming a Scholarship Committee.
- Stephanie Viviano proposed a Programmatic Committee to oversee program development.

Board Voting Items

- FY2026 Slate of Officers and Board of Directors. Motion by Denise M. Seconded by Roger L. Approved.
- FY2026 Board Member Agreement Form. Motion by Corky C. Seconded by Tim C. Approved.

President's Report - Stephanie Viviano

- Reviewed new organizational chart, one-month post-retreat.
- Discussed plans to rebuild and stabilize operations.
- Proposed hiring HR consultant, Mary from the Florida Consortium, (max 20 hours, hourly rate, using Champions' software).
- Need for external support for the annual report.

Finance Report - Roger Lipitz & Stephanie Viviano

- Reviewed projected actuals vs. budget.
- Discussion on 4% salary increase for all staff.
- Four-part motion:
 1. Approve FY2026 Budget.
 2. Approve 4% staff salary increase effective June 1 (instead of July 1).
 3. Add Denise Murphy and Janet Perna as authorized signatures.
 4. Approve spending 4% of Endowment funds for operations FY 2025.

Motion by Roger L. Seconded by Gary P. Approved unanimously.

CEO Search Update - Stephanie Lucarelli

- Provided an update on the search process.
- A brief group discussion followed.

Adjournment/Executive Session - Martha Rozman

Martha adjourned the meeting at 5:25 pm. The Board entered into executive session.