

The Emereau Foundation  
d/b/a Emereau: Bladen  
995 Airport Road, Elizabethtown, North Carolina 28337  
Special Called Virtual Meeting of the Board of Directors  
Tuesday, April 28, 2020  
5:00 p.m.

Minutes

The Emereau: Bladen Board of Directors conducted a special called meeting on Tuesday, April 28, 2020 at 5:00 p.m. The special called meeting was held virtually due to COVID 19. The purpose of the meeting was to approve policies and procedures required by the Federal Program.

Board Members Participating: Eddie Madden, Chair; Lisa DeVane, Vice Chair; Phil Byrd, Treasurer; Dean Hilton, Ashley Dowless and Board Attorney, David Wall.

Board Members not Participating: Maurice Williams and Sandra Lewis

Administrative Staff Present: Elizabeth Cole, Executive Director; Wanda Everette, Administrative Associate

Conflict of Interest Statement: Mr. Madden read the Conflict of Interest Statement. There were no Conflicts of Interest noted.

Federal Policies and Procedures: Mrs. Cole presented the following five Federal Policies for approval:

Allowable Cost Policy/Procedures—Mrs. Dowless motioned to approve. Mr. Byrd seconded and the policy was unanimously approved.

Cash Management of Federal Funds Policy/Procedure—Mr. Hilton motioned to approve. Mrs. DeVane seconded and the policy was unanimously approved.

Purchasing Policy for the Expenditure of Federal Funds—Mrs. Dowless motioned to approve. Mr. Byrd seconded and the policy was unanimously approved.

Time and Effort/Personal Services Policy—Mr. Byrd motioned to approve. Mrs. Dowless seconded and the policy was unanimously approved.

Equipment Policy—Mr. Byrd motioned to approve. Mrs. DeVane seconded and the policy was unanimously approved.

May Meeting Date: The next Board of Directors Meeting is scheduled for May 19, 2020 at 5:00 p.m.

Motion to Adjourn: Mr. Hilton motioned to adjourn. Mr. Byrd seconded and the motion was unanimously approved.

Adjourned: The meeting adjourned at 5:30 p.m.

Respectfully submitted,

Maurice Williams, Secretary

Wanda Everette, Administrative Associate