



Thursday, December 19, 2019

## BOARD OF DIRECTORS MEETING MINUTES

**Call to Order:** A quorum was met and the meeting of Neighbors' Educational Opportunities, Inc. was held at NEO Center on December 19, 2019

**Attendees:** Paul Schreiner, Mark Lutze, Debbie Birch, Marie Robinson and Alicia Rios & Isaac Carr (by phone)

**Members not in attendance:** Eva Ludwiczuk

**Also Present:** Rebecca Reiner, Jennifer Jennings, and Alan Gabrielle and Kiki Kourkouvis from the Gabrielle Group

**Approval of Previous Meeting Minutes:** Mark moved to approve the November 2019 Board Minutes. The motion was seconded and passed unanimously.

**Financial Reports:** The financial reports for November and for the year to date were reviewed. The November docket was reviewed and signed. Paul moved to approve the financial reports; the motion was seconded and approved unanimously. Board Treasurer Marie Robinson noted that she had reviewed the credit card and bank statements and had found no improprieties.

**Resignation:** The Board received Eva Ludwiczuk's letter of resignation effective January 1, 2020. They approved her resignation with deep gratitude for her service to NEO.

**Centier Bank Account:** Following a discussion on requiring two signers on checks for NEO's account with Centier Bank, Debbie moved that NEO change our policy and go to having only one signer. The motion was seconded and approved unanimously.

**Leasing of NEO's Parcel 3:** Rebecca presented the Board with a draft Letter of Intent to Lease from Yoder Inc., for the lease and potential purchase of NEO's Parcel 3, the 2.06 acres that abut Route 6. The Board agreed to move forward with discussions with Yoder pending changes to the LOI made by Isaac.

**Strategic Plan Review:** The rest of the meeting was spent on the Strategic Plan.

**Adjournment:** The meeting adjourned at 10:05 AM

*Respectfully Submitted by Rebecca Reiner, Executive Director*

**Accepted:** \_\_\_\_\_ Date: \_\_\_\_\_  
Paul Schreiner, NEO Board Secretary