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**Executive Committee Meeting**

**May 20, 2025**

**Committee Meetings will be hosted as a hybrid format where public may attend in person at:**

**Robeson County Partnership for Children, Inc. Board Room**

**210 E. Second Street**

**Lumberton, NC 28358**

**OR**

**Virtually Via Zoom:**

[**https://us06web.zoom.us/j/81842359300?pwd=tdCRj7ITgbKCvxGCbNtbbaskEQZjaN.1**](https://us06web.zoom.us/j/81842359300?pwd=tdCRj7ITgbKCvxGCbNtbbaskEQZjaN.1)

**Meeting ID: 818 4235 9300**

**Passcode: 343521**

**Call In: 1 301 715 8592**

**12:00 p.m.**

**Approval of Minutes**

Review minutes from the March 18, 2025 committee meeting.

**Action Items**

1. **Program Coordination & Evaluation (PC&E) Decrease to the FY 2025-2026 Budget**

**Background:** The Board of Directors must approve all budget allocations.

**Issue:** On April 8, 2025, the Board of Directors approved the FY 2025-2026 budget allocation for the PC&E program at an amount of $135,628. RCPC requests to decrease the initial Board approved PC&E budget amount to $120,628, a difference of $15,000. The Board was informed that this might be needed as budgets were being finalized.

**Recommendation:** It is recommended that the committee consider approving the $15,000 decrease from the initial PC&E budget to the FY 2025-2026 Smart Start budget allocations.

1. **Dolly Parton Imagination Library (DPIL) Addition to the FY 2025-2026 Budget**

**Background:** The Board of Directors must approve all budget allocations.

**Issue:** Funding is available for new programming in the FY 2025-2026 due to the loss of activities. RCPC requests to give a budget amount of $15,000 to DPIL for FY 2025-2026 programing expenses.

**Recommendation:** It is recommended that the committee consider approving the addition of the DPIL budget to the FY 2025-2026 Smart Start budget allocation.

1. **FY 2025-2026 Line Item Budget Allocations**

**Background:** The Board of Directors recently approved the full budget amounts for FY 2025-2026.

**Issue:** The line item allocations for each budget are provided for review.

**Recommendation:** It is recommended that the Executive Committee Consider approving the FY 2025-2026 line item allocations for each budget.

1. **Annual Review of ED Succession Plan**

**Background:** The Board of Directors must review the ED Succession Plan on an annual basis.

**Issue:** There are no recommended changes at this time.

**Recommendation:** It is recommended that the committee consider approving the annual review of the ED Succession Plan without changes.

1. **Review of Accounting Policies**

**Background:** The Board of Directors must review the Accounting policies on an annual basis.

**Issue:** In order to remain penalty free, funds must be moved into or out of CD’s according to each bank’s stringent time constraints. Requiring board approval for the movement of these funds is not always prudent and can cause penalties to be incurred. For this reason, RCPC is requesting the following addition to Chapter 10 of the Accounting Policies:

“c. The Board Chair and Executive Director may make decisions regarding Certificate of Deposit accounts.”

If approved, RCPC will provide an update at the next Committee and/or Board meeting.

**Recommendation:** It is recommended that the committee consider approving the Accounting Policies with the requested policy addition.

1. **Equipment Disposal:**

**Background:** The Board of Directors must approve the disposal of furniture/equipment listed as a fixed asset.

**Issue:** RCPC has some equipment that are in need of disposal. Staff suggests disposing of the following items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item Name** | **Tag Number** | **Purchasing Price** | **Purchasing Date** | **Justification** |
| HP Envy 750 qd Desktop PC | 1880 | $839.99 | 6/8/2018 | Obsolete |
| HP Desktop Computer | 1769 | $549.99 | 5/15/2013 | Obsolete |
| HP 250 G2 Notebook PC | 1806 | $609.98 | 5/1/2014 | Obsolete |
| HP Pavilion 15t Pro Laptop | 1815 | $629.99 | 4/27/2015 | Obsolete |
| Lenovo Thinkpad Edge E450 | 1828 | $1,167.99 | 6/10/2015 | Obsolete |
| Canon Camera | 1842 | $549.99 | 6/30/2016 | Obsolete |
| Apple Square POS Bundle | 1839 | $544.09 | 6/17/2016 | No longer compatible with POs Altru System |
| Smart Start Sign | 1796 | $667.30 | 10/14/2013 | New Smart Start Logo |
| NC Pre-K Sign | 1795 | $667.30 | 10/14/2013 | Updated NC Pre-K Logo |
| Water Fountain | 1799 | $1,324.00 | 10/14/2013 | Broken |
| HP Laptop 1 | 1913 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 2 | 1914 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 3 | 1915 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 4 | 1916 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 5 | 1917 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 6 | 1918 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 7 | 1919 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 8 | 1920 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 9 | 1921 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 10 | 1922 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 11 | 1923 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 12 | 1924 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 13 | 1925 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 14 | 1926 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 15 | 1927 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 16 | 1928 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 17 | 1929 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 18 | 1930 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |
| HP Laptop 19 | 1931 | $551.58 | 1/7/2021 | Returned to DCDEE per NC Pre-K program request |

**Recommendation:** It is recommended that the committee review the requests to dispose of the items listed above.

1. **2024-2025 Treasurer’s Report**

**Background:** The Executive Committee reviews the financial report for RCPC.

**Issue:** The treasurer’s report for the 2024-2025 fiscal year is included.

**Recommendation:** It is recommended that the committee review the treasurer’s report and consider approving.

**Non-Action Items**

**Announcements**

**Adjournment**

The next meeting will be held on July 15, 2025.