



# SMILE Community Action Agency

– Serving St. Martin, Iberia and Lafayette Parishes –

**Craig A. Mathews**  
Chief Executive Officer

SMILE Board Officers

**Marlon Lewis**  
President

**Ronald Cormier**  
Vice-President

**Geri Brown**  
Secretary

**Vonda LeBlanc**  
Treasurer

**Jeremiah Sams**  
Parliamentarian

## SMILE BOARD OF DIRECTORS MEETING NOTICE

### ST. MARTIN PARISH

Mr. Scody Prade  
Ms. Vonda LeBlanc  
Mr. Thomas Guidry  
Mr. Zachary Landry  
VACANT  
VACANT

### IBERIA PARISH

Ms. Francelle Anthony  
Ms. Sandra Moore  
Ms. Geri Brown  
Ms. Peggy Paul  
Ms. Lois Boutte  
Mr. Marlon Lewis

### LAFAYETTE PARISH

Ms. Janice Dixon  
Ms. Mary Batiste  
Mr. Ronald Cormier  
Mr. Jeremiah Sams  
Mr. Robert Mouton, Sr.  
Mr. Amos Williams

**Chief Executive Officer:** Craig A. Mathews

### Departmental Directors

Irma Bourgeois – Director of Services  
Chantelle Joseph – Chief Financial Officer  
Freddia Roberson – Chief Operations Officer/HR Manager  
Ruth Foote – Director of Grants/Communications  
Vanessa Williams – Special Projects Coordinator  
Hilda Wiltz – Resource Program Coordinator  
Cynthia Lewis – RSVP Project Coordinator  
Rita McCoy – Executive Administrative Assistant/HR Assistant

**FROM:** GERI BROWN, SECRETARY  
SMILE BOARD OF DIRECTORS

**DATE:** December 13, 2019

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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The SMILE Board of Directors' meeting has been scheduled for:

**DATE:** Monday December 30, 2019  
**PLACE:** St. Martin Parish School Board  
600 Corporate Boulevard  
Breux Bridge, LA 70517  
**TIME:** 5:00 p.m.

Please plan to attend. If you are unable to attend, please contact the Central Office at (337) 234-3272. We look forward to seeing you at the meeting.

(337) 234-3272  
www.smilecaa.org

P.O. Box 3343, Lafayette, LA 70502  
501 St. John Street

TDD 711  
Fax (337) 234-3274

**SMILE Community Action Agency  
Board of Directors Meeting Agenda  
Monday, December 30, 2019  
Lafayette, LA  
(1968-2019)**

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. The Promise of Community Action/Read in Unison:  
*Community Action Changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*
- V. SMILE Mission Statement/Read in Unison:  
*SMILE Community Action Agency is to serve as a clearinghouse for community needs, with a focus on health, education, and economic stability, the betterment of all disadvantaged individuals, children and families that we encounter.*
- VI. Roll Call
- VII. SMILE Board of Director's Meeting Protocol (Please be guided by our Protocol located in the front of packet.)
- VIII. Public Comment – (Blue Cards shall be turned in no later 5:45 p.m.)
- IX. Guest in the Audience (if any)
- X. New Business
  - a. Election of Officer's
  - b. Audit Report
  - c. CEO Evaluation
  - d. Proposed Articles of Incorporation
  - e. Proposed SMILE Bylaws
  - f. EO Annual Mandatory Training (BOD)
- XI. Old or Unfinished Business
  - a. SMILE Strategic Plans 2020-2025 Update
- XII. Approval of the SMILE Board of Director's Meeting Minutes of November 18, 2019
- XIII. Committee Reports
  - a. Finance Committee
  - b. Bylaws Committee

**No Reports** - Appraisal Committee, Audit and Risk Oversight Committee, Booster Committee, Equal Opportunity Committee, For Profit Committee, Human Resources and Planning Committee.

- XIV. Action Items (for approval)
  - a. November 2019 Statement of Revenue & Expenditure Report & Balance Sheet - Finance
  - b. Approval of CSBG Activity Report – CEO
  
- XV. CEO Report for the month of December 2019
  
- XVI. Resolutions
  - a. None
  
- XVII. Correspondence
  - a. Ms. Peggy Paul Resignation Notice
  
- XVIII. Announcements
  - a. None
  
- XIX. Adjournment