



# 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

Lois Boutte  
Secretary

Vonda LeBlanc  
Treasurer

Mary Batiste  
Parliamentarian

## SMILE BOARD OF DIRECTORS MEETING NOTICE

### ST. MARTIN PARISH

Mr. Scody Prade  
Ms. Vonda LeBlanc  
Mr. Thomas Guidry  
Mr. Zachary Landry  
Ms. Helen Wiltz  
Ms. Charae Benjamin

### IBERIA PARISH

Mr. Jessie Boudreaux  
Ms. Sandra Welcome  
Ms. Margaret Olivier  
Mr. Whiland Williams  
Ms. Lois Boutte  
Mr. Marlon Lewis

### LAFAYETTE PARISH

Mr. Michael Toussaint  
Ms. Mary Batiste  
Mr. Ronald Cormier  
VACANT  
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  
Marcus Harris – Affordable Housing Development Director  
Vanessa Williams – Special Projects Coordinator  
Hilda Wiltz – Resource Program Coordinator  
Cynthia Lewis – RSVP Project Coordinator  
Rita McCoy – Executive Administrative Assistant/HR Assistant

**FROM:** LOIS BOUTTE, SECRETARY  
SMILE BOARD OF DIRECTORS

**DATE:** October 23, 2021

**SUBJECT:** SMILE BOARD OF DIRECTORS MEETING

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

**DATE:** Monday October 25, 2021  
**PLACE:** Breaux Bridge Public Library  
205 N. Main Street  
Breaux Bridge, LA 70517  
**TIME:** 6:00 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, October 25, 2021  
Lafayette, LA  
(1968-2020)**

I.Call to Order

II.Moment of Silence

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.Approval of the SMILE Board of Director's Meeting Minutes of September 13, 2021

XI.Approval of the Special Call Board of Director's Meeting Minutes of September 27, 2021

XII.New Business

a.

XIII.Old or Unfinished Business

a. Discussion and action regarding CEO Annual Evaluation and Salary review.

XIV.Committee Reports

a. Finance Committee Report – October 18, 2021

b. Planning Committee – October 21, 2021

**No Reports** - Bylaws Committee, CHDO Committee, Equal Opportunity Committee, Executive Committee Report and Human Resources.

XV. Action Items (for approval)

- a. August - September 2021 Statement of Revenue & Expenditure Report & Balance Sheet – Finance
- b. Community Needs Assessment 2022 – CEO
- c. Approval of CSBG Quarterly Activity Report July thru September 2021 – CEO
- d. Approval of CSBG Monthly Activity Report September 2021– CEO
- e. Personnel Actions - HR
- f. CEO Oral Report

XVI. Resolutions

- a. Stacy Breaux – Lillian Benoit’s Cousin – SMILE Central Office

XIX. Announcements

- a. 2022 Spring Gala “Still Keeping the Promise”

XIX. Adjournment