

Board of Directors of SPARC, Inc.

Meeting Minutes

Date: March 12, 2026

Time: 2:00–3:00pm ET

Location: Zoom

1. Call to Order & Roll Call

The meeting was called to order at 2:03pm ET by Heather Joseph who acted as Chair of the meeting.

Directors in attendance:

- **Heather Joseph**, SPARC Executive Director & ex officio Board President
- **April Hathcock**, ex officio Steering Committee representative
- **Yasmeen Shorish**, ex officio Steering Committee representative, Board Secretary
- **Emily Gore**, at-large Board Director, Steering Committee Chair-elect
- **Valorie Hollister**, SPARC COO, Board Treasurer (non-voting)

Directors absent:

- n/a

Also present:

- **Emma Molls**, Steering Committee Vice Chair-elect
- **Raym Crow**, SPARC Senior Consultant

The Chair declared that a quorum was present, and the meeting was duly convened.

2. Financial Update

Val Hollister provided an overview of the ongoing financial reports the Board will receive in the meeting agendas, including:

YTD Financial Summary: A dashboard of key financial metrics. Board directors to request additions as necessary. Detailed financials available upon request.

Fund Transfer Summary: A summary of bank transfers since the previous Board meeting.

The Board will receive additional financial updates as available, including:

Independent Financial Review: Independent auditors financial review. First review should be completed prior to the next Board meeting in April 2026.

Executive Director Expenses: Quarterly summary of the Executive Director's organizational credit card expenses sent to the Board via email for their review (mid-April, mid-July, mid-October, mid-January).

3. Confirmation of Steering Committee Chair

The Board reviewed and discussed the appointment of Emily Gore as Chair of the Steering Committee.

RESOLVED, the Board of Directors hereby appoints Emily Gore as Chair of the Steering Committee. Emily will serve in the Chair role until her successor is duly appointed, with all rights and responsibilities set forth in the Bylaws and the Board & Steering Committee Policies, including service as an ex officio Board director in her capacity as Steering Committee Chair through February 2029.

Heather Joseph moved to a vote on the resolution, April Hathcock seconded the motion.

The resolution was adopted unanimously with 4 votes in favor, 0 against, and 1 abstention.

4. Confirmation of Steering Committee Vice Chair

The Board reviewed and discussed the appointment of Emma Molls as Vice Chair of the Steering Committee.

RESOLVED, the Board of Directors hereby appoints Emma Molls as the Vice Chair of the Steering Committee, effective immediately. Emma shall serve as a Vice Chair until their successor is duly appointed, with all rights and responsibilities as set forth in the Bylaws and the Board & Steering Committee Policies, including service as an ex officio Board director through February 2029.

Heather Joseph moved to a vote on the resolution, Emily Gore seconded the motion. The resolution was adopted unanimously with 3 votes in favor, 0 against, and 0 abstentions.

5. Fund Transfer & Internal Controls Policy

Val Hollister provided an overview of the proposed fund transfer and internal controls policy, including a review of the overall strategy, process, and the regular reporting to the Board. The new policy is consistent with the Cash Reserves & Use of Funds Policy

The Board reviewed and discussed the proposed Fund Transfer & Internal Controls Policy.

RESOLVED, the Board of Directors hereby approves the Fund Transfer & Internal Controls Policy and designates the Executive Director/Board President as the approver on all transfers. All transfers shall be documented in the regular Fund Transfer Summary Report to the Board.

Heather Joseph moved to a vote on the resolution, Emma Molls seconded the motion.

The resolution was adopted unanimously with 3 votes in favor, 0 against, and 0 abstentions.

6. Future Board Meetings

Val Hollister provided the proposed Board meeting schedule for the remainder of 2026, calendar invites to follow.

7. New business

Val Hollister mentioned one new item for next meeting.

8. Adjournment

There being no further business, Heather Joseph moved to adjourn the meeting at 3:00pm ET, Emily Gore seconded the motion.

Submitted by: Valorie Hollister on behalf of Yasmeen Shorish, Secretary

Date: 03/25/2026

Minutes approved by all Board members in attendance
