

# Board of Directors of SPARC, Inc.

## Meeting Minutes

**Date:** April 30, 2026

**Time:** 2:00–3:00pm ET

**Location:** Zoom

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### 1. Call to Order & Roll Call

The meeting was called to order at 2:03pm ET by Heather Joseph, Executive Director and Board President.

Directors in attendance:

- **Heather Joseph**, SPARC Executive Director & ex officio Board President
- **Emily Gore**, ex officio Steering Committee representative, Steering Committee Chair
- **Emma Molls**, ex officio Steering Committee representative, Steering Committee Vice Chair
- **Yasmeen Shorish**, Steering Committee representative, Board Secretary (non-voting)
- **Valorie Hollister**, SPARC COO, Board Treasurer (non-voting)

Directors absent:

- n/a

Also present:

- **April Hathcock**, Steering Committee representative
- **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 financial reports provided to the Board, including:

**YTD Financial Summary:** A dashboard with key year-to-date financial metrics.

**Fund Transfer Summary:** A summary of bank transfers between SPARC's bank accounts since the last Board meeting.

**Executive Director Credit Card Expenses:** Quarterly summary of Heather Joseph's credit card purchases for January-March.

**Auditor Report:** Report will be sent via email next week by SPARC's independent auditor.

### **3. Clarifying Board Officer Roles in Governance Documents**

The Board reviewed and discussed the proposed revisions to clarify the Board officer selection and terms in Bylaws and the Board & Steering Committee Policies doc.

RESOLVED, The Board of Directors hereby approves the changes to the Bylaws and the Board & Steering Committee Policies to clarify the Board officer selection and terms of office.

The Board requested that a copy of the updated governance documents be shared with the Steering Committee along with a summary describing the changes that have been made.

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

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

### **4. Election of the Board Secretary**

Following the adoption of the revised governance documents, the Board reviewed and discussed the election of a new Secretary. The Secretary will serve in the role until December 2026. Officer elections for 2027 will be held at the December 4, 2026 meeting.

RESOLVED, the Board of Directors hereby appoints Emma Molls as Secretary of the Corporation, effective immediately. Emma shall serve in the role until their respective successor is duly appointed, with all rights and responsibilities set forth in the Bylaws and the Board & Steering Committee Policies. As Secretary, Emma shall maintain official meeting records, provide required notices, preside over meetings as needed, and oversee Executive Director performance reviews

and hiring processes. All third parties may rely upon this resolution as evidence of Emma’s authority to act on behalf of SPARC in their capacity as Secretary.

Heather Joseph moved to a vote on the resolution above, and Emily Gore seconded the motion.

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

## **5. Updates & President’s new business**

Heather Joseph and Val Hollister provided the Board with informational updates on the following topics:

**Annual Insurance Policy Review**

**Update on Employment Contracts**

**Federal Grant Funding**

**Update on Open Education Program Plan**

**2026 Board Meetings**

## **7. New business**

No new business.

## **8. Adjournment**

There being no further business, Heather Joseph moved to adjourn the meeting at 3:01pm ET, Emma Molls seconded the motion.

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Submitted by: Valorie Hollister on behalf of Emma Molls, Secretary

Date: 05/11/2026

Minutes approved by all Board members in attendance

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