Board of Directors of SPARC, Inc.
Meeting Minutes

Date: August 7, 2026
Time: 12:00-1:00pm ET
Location: Zoom

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1. Call to Order & Roll Call

The meeting was called to order at 12:04pm ET by Heather Joseph, Executive Director and Board President.

Directors in attendance:

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

Directors absent:

- **Mira Waller**, Steering Committee Vice Chair/ex officio-elect

Additional attendees:

- **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 April-June.

Auditor Report: Final version sent via email on May 6.

2025 990: SPARC's 990 was recently completed by Rogers & Company.

3. Confirmation of Steering Committee Vice Chair

The Board reviewed and discussed the Steering Committee's recommendation to appoint Mira Waller as Vice Chair of the Steering Committee for a three-year term ending February 2029.

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

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

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

4. At-Large Director

The Board reviewed and discussed the appointment of a second at-large board director to bolster the Board's stability and resilience. Altogether, this will bring the total number of voting Board directors to five (two at-large directors, two ex officio directors, and Heather), which is the maximum number per the Board and Steering Committee Policies doc. Per our Bylaws, the board is responsible for proposing candidates to fill at-large seats.

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

> WHEREAS, April Hathcock previously served as a member of the Steering Committee and is eligible to serve as a director of the Board pursuant to SPARC's governing documents;
>
> WHEREAS, the Board wishes to name a backup nominee in the event April Hathcock is unable or unwilling to serve;
>
> WHEREAS, *REDACTED NAME* is also eligible to serve as a director of the Board pursuant to SPARC's governing documents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby appoints April Hathcock as an at-large director on the SPARC Board of Directors, effective immediately, contingent upon April Hathcock's written confirmation of willingness to serve;

RESOLVED FURTHER, that in the event April Hathcock declines or is unable to serve, the Board hereby appoints *REDACTED NAME* as an at-large director on the SPARC Board of Directors in April Hathcock's stead, effective upon April Hathcock's declination or the Board's determination that April Hathcock is unable to serve, and contingent upon *REDACTED NAME*'s written confirmation of willingness to serve;

RESOLVED FURTHER, that the at-large director so appointed shall serve until her successor is duly appointed, with all the rights and responsibilities of a director as set forth in SPARC's governing documents.

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

5. Briefing on Federal Grant Strategy

The Board reviewed and discussed the Briefing on Federal Grant Participation Strategy.

6. Updates & President’s New Business

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

Update on employment contracts

Update on SPARC’s supporting services

Plans for staff transition

SPARC-BioOne Assignment Agreement

2026 Board Meetings

Q4: Friday, December 4, 2-3:30pm ET (1-2:30pm CT) via Zoom

7. New Business

No new business.

8. Adjournment

There being no further business, Heather Joseph moved to adjourn the meeting at 1:08pm ET, Emma Molls seconded the motion.

Submitted by: Valorie Hollister on behalf of Emma Molls, Secretary
Date: 09/28/2026
Minutes approved by all Board members in attendance
