

# Munhall C.A.R.E.S.

## Meeting Minutes

Thursday, December 8, 2022

Agenda Item	Notes
1. Welcome	Rob Falce
2. Approval of Minutes President	<ul style="list-style-type: none"><li>● Last Meeting Thursday, November 10th, 2022</li></ul>
3. Treasurer's Report	<p><b>Starting balance for 2022:</b></p> <ul style="list-style-type: none"><li>● <b>Currently: \$_____</b><ul style="list-style-type: none"><li>○ <b>Petty cash \$100.00 on hand</b></li></ul></li><li>● Received \$25.00 attendance Steel Valley Parade</li><li>● Received \$200 Donation from Hruska Mechanical LLC</li><li>● Final P&amp;L sheet from Community Day will be shared</li></ul> <p>Creation of EIN for grant and non-profit filing purposes</p> <ul style="list-style-type: none"><li>● Approved by all members</li><li>● Katie will create</li><li>● Filing for grant from Campbell Foundation</li></ul>
4. Reading of Communications/ Volunteer Availability	<p><b>Upcoming Events:</b></p> <p><b>Photos w/Santa</b> Friday, December 9th, 6:30 - 8:30 PM</p> <ul style="list-style-type: none"><li>● Volunteers needed 5:30 - 9:00 PM (approx. 10-12)</li><li>● Baked Goods needed for sale (2)</li><li>● Cookies/hot chocolate/water table (2)<ul style="list-style-type: none"><li>○ Percolator for hot water (hot chocolate)</li><li>○ 2 donated from SV Band</li><li>○ Cups and lids donated by Mary Denise at Coen - West Run Rd.</li></ul></li><li>● Craft station assistance (1-2)<ul style="list-style-type: none"><li>○ GS Troop 52469, 46580 and 50522 will provide crafts</li></ul></li><li>● Printer assistance w/photographer (1)<ul style="list-style-type: none"><li>○ Melany Alliston has extra photo paper</li><li>○ Donation jar will be placed on table near lineup</li></ul></li><li>● Goodie bags for all kids (1-2)<ul style="list-style-type: none"><li>○ GCU provided 75 bags</li><li>○ Thank you's Hruska - coen - library borough gs troops</li><li>○ sv band cain cane designs</li><li>○</li></ul></li></ul> <p><b>Fontaine Fundraiser</b> January 29, 2023. 3 to 6pm West Mifflin # 3 Firehall Met with Chuck and came up list of production needed and we will further address this in the January Meeting</p>

	<ul style="list-style-type: none"> <li>● Volunteers needed</li> <li>● Baked Goods needed</li> </ul>
5. Executive Board Report	<p><b>Creation of 15120 Free Store -Table for January?</b>  <b>Separate Committee formation (volunteers needed)</b></p> <ul style="list-style-type: none"> <li>● Send letter to Seth with seven copies for each council member</li> <li>● Sub-committee needed</li> <li>● Space available?</li> <li>● ??? Munhall Fire Hall #3 is empty and owned by Borough</li> <li>● Certificate of liability insurance <ul style="list-style-type: none"> <li>○ Need to speak to Insurance Broker</li> <li>○ ? If we can use the Borough fire hall can we fall under their insurance</li> </ul> </li> <li>● 501c3 formation (lawyer costs) JANUARY</li> <li>● Dumpster fees</li> <li>● Donation bin</li> <li>● Specific items collected (clothing/shoes, non-perishable food items, toiletries, household items)</li> <li>● Schedule</li> <li>● Meeting: TBD</li> <li>● Volunteers to go through items &amp; to operate on open days</li> </ul> <p><b>Create Munhall CARES page</b></p> <ul style="list-style-type: none"> <li>● Page created - <ul style="list-style-type: none"> <li>○ Group page will have to be deleted</li> <li>○ All board members have administrative access</li> </ul> </li> </ul>
6. Fundraisers Report	<ul style="list-style-type: none"> <li>● Bake Sale at Photos w/Santa TBD</li> <li>● Photo donation TBD</li> </ul>
7. New Business	<p>Domain Name (Go Daddy)  Approved/*</p> <ul style="list-style-type: none"> <li>● Munhallcares@gmail.com</li> <li>● Munhallcares.org <ul style="list-style-type: none"> <li>○ \$30.98 for 2 years - \$41.98 thereafter</li> <li>○ Domain Protection fee \$19.98 2 years (Optional)</li> <li>○ Website builder Free</li> </ul> </li> </ul> <p>501c3 Committee needs to be developed in January  Mission Statement  Bylaws and application</p>
8. Questions, comments, concerns?	<p>Please share if you can volunteer now or via our Facebook page at Munhall CARES:  <a href="https://www.facebook.com/groups/1192073021576041/">https://www.facebook.com/groups/1192073021576041/</a>  Thank you all for your continued support and volunteerism!</p>
9. Next Meeting	Thursday, January 5, 2023- Community Room

President Shannan Katanick  
Vice President Carol Lawson

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**Thank you for supporting our communities!**

### **Volunteer Clearances**

-For anyone looking to volunteer, we need PA Child Abuse & PA Criminal Clearances on file in the office. Applications can be found online at:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

-All clearances are free and good for 5 years