

NMS Board Minutes

June 16, 2022

Prepared by Alyssa McCleery

In Attendance: Dawn Brakey, Holly Cline, Scott Kempenich, and Ryan Smykil, – board members, Kelle Cross – amphitheater representative, and Alyssa McCleery – program director

1. **Approval of minutes from May regular and June special meetings:** with a motion by Scot, second by Dawn the minutes from both meetings were passed with all ayes.
2. **Approval of April Financials:** the board requested that Alyssa ask Lisa’s office to have May and June financials for the July regular meeting as “it is difficult to make sound financial decisions for the organization when working with information that is not up to date.” With a motion from Scott, second from Ryan, the April financials were approved with all ayes.
3. **New business**
 - a. **Board Member Job Description:** all board members present signed and returned a copy of the job description to the Program Director. The Program Director also supplied a copy of that document to each individual who signed for their records.
 - b. **Board Meeting Times:** tabled until all board members could be present
 - c. **Board Work Sessions:**
 - i. Board training with OMSC was scheduled for the afternoon of July 26th from 12pm to 5pm with a “working lunch” to be provided.
 - ii. Storytelling work session planning was delayed until goals and strategic planning can be accomplished.
 1. Suggested items for storytelling included board member and volunteer highlights. Alyssa asked if she could repurpose leadership documents to help accomplish this goal.
 - d. **Fundraising at the amphitheater:** the board was presented with 2 opportunities for fundraising at the Kay County Amphitheater; One on September 17th and the other on October 8th. It was agreed that the board would take the opportunity on September 17th and the organization committee would take October 8th. Both will need a blank action plan to line out tasks needed and volunteers responsible.
4. **Old Business**
 - a. **Transformation / Catalyst Strategies:** tabled until OMSC can provide board training and assistance with review of the self-assessment tool.
 - b. **Kay County Amphitheater Donor Agreement:** board members pointed out the following edits to be made to the document: Items #3 – correct spelling of “exist”, Item #5 – strike “of the property”, Item #6 – removed in its entirety, Item #7 – change “to” to “for” and “loss payable party” to “additional insured”, Item #8 – add a space between “Main” and “Street”. On a motion from Ryan, a second from Scott, the agreement with approved with all ayes once the necessary edits are made. Scott will present the corrected agreement to the KCCO at their meeting on June 21st.
 - c. **Kay County Amphitheater Lease Agreement:** a motion to take no action was entered by Scott, seconded by Dawn, and passed with all ayes.

X Kelly Clark, President

- 5. **Reports:** all reports received. Board took notice of the program director again being over hours for the month of May and discussion of a timeline for the program director's job description ensued. The program director will continue to keep the board updated on that description.
 - a. Office Report & Time Sheet
 - b. City Sales Tax Report
 - c. Reinvestment Report
 - d. Volunteer Hour Report
 - e. Committee Minutes
- 6. **Other Business:** with the financial and volunteer recruitment difficulties Newkirk Main Street has experienced in the last several years, the topic of dissolving the organization has come up in the past. With this in mind, the program director distributed an article to board members from renowned non-profit advisor Joan Garry titled "*Before you Dissolve Your Nonprofit...*" with the request that they read it at their leisure.
- 7. **Upcoming Events:** the board appreciated the reminder of events. Kelle distributed a flyer for the Yoga event asking board members to share with their co-workers, friends, and family. Kelle also stated that she had 545 volunteer hours in so far for 2022 with 6 events held, 12 events coming up, and 930 attendees at events with \$1200 in food sales have benefitted 3 nonprofits. 105 volunteers on 8 teams have been utilized for these events.
- 8. **Next Meeting** – July 18th, 2022, at 5pm
- 9. **Adjourn:** with a motion from Dawn, second from Ryan the meeting was adjourned.