

Special Board Meeting 1

Tuesday, September 3, 2019

7:30 to 9:30 PM

Boarding Meeting Norms

Attendance

- Dr A. Artis, Chairman
- Mrs. D. Best, Vice Chairman
- Ms. C. Cook, Secretary

Committee members:

TBD

Rules:

All members will:

- Open with positive intentions.
- Attend meetings on time.
- Be respectful/considerate of all sharing ideas.
- Participate in all meeting discussions.
- Report out on assigned duties from the previous meeting.
- Adjourn on time.

Meeting Agenda

- ITEM 1: Establish board meeting schedule
- ITEM 2: Review & discuss Articles of Incorporation (NonProfit)
- ITEM 3: Review & discuss Bylaws
- ITEM 4: Review & discuss PA Corporation Compliance
- ITEM 5: Review & discuss 1023 ez form
- ITEM 6: ASSIGNMENTS:
 - Complete 501c3 forms (to include financial profile)
 - Work on Business Plan
 - Submit amendments (if any)
 - Take steps to meet compliance (if any)
 - Private Funding & Sponsorships
 - Networking Advertisement

ITEM 1: New Board Meeting Schedule

The first Tuesday of Each Month at 7:30 to 9:30 P.M.

ITEM 1: Meeting Minutes

1. The Board agrees to conduct its meetings every 1st Tuesdays of each month.
2. Special meetings will be scheduled to meet the demands of the program.

ITEM 2: Articles of Incorporation

Supporting Document

- PA [Articles of Incorporation](#)

ITEM 2: Meeting Minutes

1. Dr. Artis presented the Articles of Incorporation.
2. Board members discussed various components.
3. Dr. Artis will review the Articles and make any necessary revisions prior to submit amendments.
4. Revisions will be reviewed at the next meeting.
5. The Board discussed options of signing the Articles since board members meet at a distance. Options presented were to have members sign and scan documents or to have members sign electronically via an document app.

ITEM 3: ByLaws

Supporting Document

- [ByLaws](#)

ITEM 3: MEETING MINUTES

1. Dr. Artis presented the Bylaws.
2. Board members discussed various components of the Bylaws.
3. Dr. Artis will review the Bylaws and make necessary revisions.
4. Revisions will be reviewed at the next meeting.
5. The Board discussed options of signing the bylaws since board members meet at a distance. Options presented were to have members sign and scan documents or to have members sign electronically via an document app.

ITEM 4: 1023-EZ

Supporting Document

- [Instructions for 1023 ez-form](#)

ITEM 4: MEETING MINUTES

1. The Board discussed options of submitting the 1023 form. These options included submitting the 1023 ez form versus the 1023 long form.
2. The Board discussed the advantages and disadvantages of both options.
3. Dr. Artis and Mrs. Best will research further into these options to continue the discussion at the next board meeting.
4. The Board will review the worksheets and supportive documents for both options at the next meeting to determine the best approach to take.
5. Dr. Artis and Mrs. Best will work on the budget to include in the 1023 form packet when ready.

ITEM 5: PA CORPORATION COMPLIANCE

Supporting Document

- [PA NONPROFIT CORPORATION](#)

ITEM 5: MEETING MINUTES

1. Dr. Artis discussed what areas of compliance needed to be met. These areas included advertising in 2 or 3 newspapers and submitting amendments to include new board members.
2. Dr. Artis stated that she would like for the board to review areas of compliance on a regularly basis at least quarterly.
3. Dr. Artis will be taking actions to meet these compliance areas.
4. Progress will be discussed at the next board meeting.

ITEM 6: Assign duties for Research:

Assignments:

1. **Complete 501c3 forms (to include financial profile)**
2. Work Business Plan
3. **Submit amendments** (if any)
4. Take steps to meet compliance (if any)
5. Private Funding & Sponsorships
6. Networking Advertisement

Minutes/Responsible Person/s

1. Dr. Artis & Mrs. Best
2. Dr. Artis & Mrs. Best
3. Dr. Artis
4. Dr. Artis
5. All members will research and report out during the next board meeting their findings.
6. All members will research and report out during the next board meeting their findings.

ITEM 6: MEETING MINUTES

1. The Board discussed Fundraising ideas.
2. Dr. Artis proposed a public raffle drawing, titled “Pay it Forward,” whereas the Board will use the opportunity to network with other organizations that serve individuals who are in need such as orphans, the homeless and families with school age children. It is also an opportunity for YOURpath to engage in community outreach.
3. The Board discussed working with organizations that serve nationwide as YOURpath.
4. The Board discussed having the names drawn recognized in the “Pay It Forward” giveaways (i.e. gifts to orphans during the Christmas holiday; Food baskets and blankets to the needy during Thanksgiving) and printed in the Newsletter.
5. The Board also discussed networking with local schools to offer backpacks and supplies to school age children.
6. Dr. Artis expressed that everything YOURpath does that she wants it to have a genuine purpose behind it in terms of helping others. She expressed that she wanted our fundraisers to be meaningful and impactful.
7. The board will continue to brainstorm fundraising ideas as it continues to work on and complete its 501c3 documents (i.e. 1023 form and supportive documents) in preparations to be submitted to the IRS by the end of September 2019.

Meeting Adjourn

Thank you to all board
members for your
contributions!

Signature Page: Approval of Meeting Minutes

- **Dr. Audrey Artis**, Interim Chairperson
- Mrs. Dora Best, Vice Chairman & Finance Officer
- Ms. Chhaya Cook, Board Secretary

Next Board Meeting Schedule

The Interim Board Chair (Dr. Artis) has called a Special Board Meeting, scheduled for Tuesday, September 17th at 7:30 PM until 9:30 PM. The meeting was called to continue discussions on YOURpath's 501c3 status.

Topic: YOURpath's Special Board Meeting re. Progress on 501c3 Status

Time: 2019-09-17 19:30:57 America/New_York

Meeting ID: 68747859

Please click <https://www.eztalks.com/j/68747859> to join.

Or join by telephone, dial:

United States(Toll)

+12014398092