

Organization Name: YOURpath for Adult Learners

Date/Time of Meeting: Tuesday, September 3rd, 2019/ 7:30PM-9 PM

Location of Meeting: Virtual Platform

- 1) Topic: YOURpath's Board of Directors Initial Meeting

Time: 2019-09-03 19:30:00 America/New_York

Meeting ID: 405-509-68

Please click https://www.eztalks.com/uc/join_meeting/meeting_id/13767270 to join.

Or join by telephone, dial:

United States(Toll)

2014398092

Attendees: Dr. Audrey Artis (Interim Chairperson) Mrs. Dora Best (Vice Chairperson/Treasurer); and Ms. Chhaya Cook (Secretary).

Guests: N/A

Reading and Approval of Minutes: September.

- 1) **Agenda Item #1:** New Board Meeting Schedule

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

Action: No actions to be taken.

- 2) **Agenda Item #2:** Articles of Incorporation **Presenter:** Dr. Audrey Artis

Discussion: Dr. Artis presented the Articles of Incorporation.

1. Board members discussed various components.
2. Dr. Artis will review the Articles and make any necessary revisions prior to submit amendments.
3. Revisions will be reviewed at the next meeting.
4. 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.

Action: No actions to be taken.

- 3) **Agenda Item #3:** Bylaws.

Discussion: Dr. Artis presented the Bylaws.

Board members discussed various components of the Bylaws.

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 a document app.

Action: Dr. Artis will review the Bylaws and make necessary revisions.

Revisions will be reviewed at the next meeting.

- 4) **Agenda Item #4:** 1023 EZ form.

Discussion: The Board discussed options of submitting the 1023 form. These options included submitting the 1023 ez form versus the 1023 long form.

The Board discussed the advantages and disadvantages of both options.

Action:

1. Dr. Artis and Mrs. Best will research further into these options to continue the discussion at the next board meeting.
2. The Board will review the worksheets and supportive documents for both options at the next meeting to determine the best approach to take.
3. Dr. Artis and Mrs. Best will work on the budget to include in the 1023 form packet when ready.

5) **Agenda Item #5: PA CORPORATION COMPLIANCE.**

Discussion: 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. Dr. Artis stated that she would like for the board to review areas of compliance on a regularly basis at least quarterly.

Action:

1. Dr. Artis will be taking actions to meet these compliance areas.
2. Progress will be discussed at the next board meeting.

6) **Agenda Item #6: Assign duties for Research:**

Discussion: The Board discussed Fundraising ideas.

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.

The Board discussed working with organizations that serve nationwide as YOURpath.

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.

The Board also discussed networking with local schools to offer backpacks and supplies to school age children.

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.

Action:

1. 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

Next Meeting: 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.

Minutes Prepared By: Ms. Chhaya Cook, Board Secretary

****Minutes of Board meetings should be written up and posted on google docs for all board members to review within one week of the meeting.*

DO NOT COPY