

**501c3 Planning Committee Meeting for the  
John M. West, American Legion Post 408 Foundation INC. Minutes  
November 28, 2022**

**Attendance:** Pat Kitterman, Terry Gowen, Mike Saindon, Steve Tackett, Bryan LaCount, Randy White and Rhonda Hundley (by phone).

**Absent:** Anna Simpson (excused) & Karen Chaput (excused)

Meeting started at 6:45 pm

**Minutes:** Minutes from the last meeting were approved. Mike Saindon made the motion to accept and Terry Gowen seconded. Motion carried.

**Treasurer's report:** Rhonda Hundley reported the Foundation balance was \$293.28 by phone. Motion was made to by Mike Saindon to accept and Steve Tackett seconded. Motion carried.

**Old Business:**

Logo: Tabled until our next meeting.

Foundation Team: Mike Saindon made motion that the team to contact potential donors should be initially Pat Kitterman, Steve Tackett and Randy White which is a member from each of the following entities: Auxiliary, American Legion and SAL. Terry Gowen seconded. Motion carried.

**American Legion**

Steve Tacket – 1 yr.  
Terry Gowen – 2 yr.  
Anna Simpson – 3 yr.

**Auxiliary**

Karen Chaput – 1 yr.  
Rhonda Hundley – 2 yr.  
Pat Kitterman – 3 yr.

**SAL**

Mike Saindon – 1 yr.  
Bryan LaCount – 2 yr.  
Randy White – 3 yr.

Donor Letters – Mike will send to Mindy to work on for specific wording that needs to be used. We will not send any letters by regular mail, but try using email and Facebook as much as possible.

## **New Business:**

Board Member Rotation: Mike Saindon made a motion that 1<sup>st</sup> year rotation would be 15 months ending 12/31/2023. Then the rotation thereafter would be yearly, 1/1/2024. Rhonda Hundley seconded. The motion carried.

Spirit and Textron applications are being worked on, but we want to meet with Theresa Hearn to get pointers on specific working to be used so we will be able to get grants from both locations.

We have decided to seek donations from the following;

Star	Koch	BB Products
Home Depot	Lowes	Kroger
Olive Garvey	Cessna	Derby Community Foundation
BRG	Spangles	Freddy's
Chickfila	Raytheon	Target

Mike is working with Home Depot on the potential of getting materials or the whole floor completed. They will available for year support and specific needs.

We had discussion on getting our website set-up for giving online. Giving Tuesday was discussed. Rhonda Hundley made the motion to accept and Bryan LaCount seconded. Motion carried.

Venmo/PayPal: We discussed and made the decision to have Mindy research. Mike Saindon made the motion to pursue online giving to make sure we are not missing any issues. Bryan LaCount made a motion that specific monies donated would go into the Foundation General Fund. Terry Gowen seconded. The motion carried.

### Kroger/Dillons/Amazon Smiles Set-Up:

With each of the above, we will receive a percentage based on amount of purchase. Most will be paid to us on a quarterly basis. Mike to follow-up on Kroger/Dillons since it has been submitted and they said it would take 10-14 days.

Canva: This is free program that will allow us to create any and everything we might need for the foundation. It is free to us because of our 501c3 designation.

We discussed adding the following members to be allowed to use this software. The following people have been authorized to use the software are Steve Tackett, Lesley Eliason, Rhonda Hundley, Pat Kitterman, Mindy King, Kathy Saindon, Brian Simpson and Jessie Stanislaw.

We discussed having a meeting in December. Mike Saindon made a motion to cancel but that if anything came up it would be handled by email and Bryan LaCount seconded. The motion carried.

**Next Meeting:** January 23, 2023 at 7 pm.

**Adjournment:**

There being no further business, Mike Saindon made a motion to adjourn. Terry Gowen seconded. The motion carried. Meeting was adjourned at 7:56 pm.

Submitted by,

Pat Kitterman for Karen Chaput, Secretary