

FCA November 2021 AGENDA

Date | time 11/10/2021 6:00 PM | *Location* Zoom

Meeting called by Chair Lisa McOmber
Type of meeting Monthly Membership
Facilitator Lisa McOmber
Note taker Kandi Camacho
Timekeeper Kandi Camacho

Attendees All Community Invited: In Attendance: Kandi Camacho, Lisa McOmber, Rebecca Cayen, Joni Hensley, Dawna Drum, Carl McDaniel, Kristi Sletti, Shorty Bjornstad, Linda Kerth

Please read Attached: Policies, Bylaws, Articles of Incorporation.

Please bring Notes, Questions, Ideas, Comments

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Introduction: New Members	Lisa	2mins
<input type="checkbox"/> Acceptance of Previous Meeting Minutes	Lisa	5min
<input type="checkbox"/> Treasurer Updates	Dawna Drum	5 Mins
<input type="checkbox"/> Bylaws	Lisa	20min
<input type="checkbox"/> Policies	Lisa	35Mins
<input type="checkbox"/> Funding Request	Lisa/Dawna	10min
<input type="checkbox"/> Website Updates	Kandi Camacho	5min
<input type="checkbox"/> Gathering Members	Lisa	15min
<input type="checkbox"/> Nurses Program	Joni	20 min
<input type="checkbox"/>		
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Other Information

No Meeting December 2021

Next Meeting January 12,2021 @ 6pm

Meeting Started at 6:05pm

No new members in attendance, Previous meeting minutes from September as no October meeting held, Motion made by Carl, Seconded by Dawna, all members approved unanimous Kristi and Joni Abstaining from vote.

We have

Treasurer Updates:

Last two months since no meeting in October, we have had little business as projects wrapped up, small invoice for MT baker chamber of commerce fliers found \$86.88 for fliers paid.

Expenses Go Daddy for Domain and Website Marketing \$237.42 Also ordered two banners cost is approx. \$224.03 for events. We will be participating in the Holiday Bazaar this Saturday. No one had any questions. Kristi made a comment about no invoice attached so will need receipt sent ASAP. Kristi did pay this already. Dawna clarified that we asked WFCN to pay for these items upfront.

Bylaws and Policies:

Review of bylaws made; Carl had a few comments:

1.3 scope Asked for change to add "any other project to help with the upstream of community" to help broaden the scope. Joni gave an example of the whole blood pressure monitoring program through YMCA and Health ministry's network that could be considered an upstream project for the community. Stated not asking for funding but an example. Carl suggested "Any project that would help the upstream health of the community, with the priority to x,yx,z. Linda Commented How does this diver from article 2 as this already says just this. It was clarified that this was already in the Bylaws.

3.5.2 Carl would like to have this changed to read "preapproved/reimbursable expenses. Dawna agreed that the word preapproved would be good to add in it.

3.7.4 Notice of Meetings regarding special meetings- Carl wanted to understand that special meeting means executive session, that public cannot be involved in. Special meeting should be for a sudden limited time basis that all to join. "Special meeting should be for all just at a different than normal time." Executive Meeting is for nonpublic meeting items such as discipline etcetera.

Linda stated that it doesn't mention Executive meetings, Linda wants clarification on what Carl is asking. Linda stated that it is at the discretion of the committee to decide if the meeting needs to be community or not. Carl wanted to know if the "Special Meeting" be excluded from the public"

Clary that "Special Meeting" Term versus Executive Meeting

Dawna and Kandi clarified what Carl was asking and it was agreed to add another paragraph to clarify both types of meetings.

Shorty

Noted no time factors involved regarding meetings. Meetings should have a time factor for how long before meeting. It was stated it was on 3.7.4.1

Asked about Special or Executive Meetings, it was clarified that it would be an exception to the rule of time frame.

Carl Suggests Special session should be 24 hours and then aggressively tell people via email about the meeting. It was asked about other venues of notification. It was stated that the website as a Community Website Calendar should be where the people should

Suggestion made about a "Special Email mailing list" to send out to people who want an email. Suggested that it be made a policy versus in our bylaws.

Could possibly make a directory in the future.

No other feedback or concerns.

Bylaws will be officially finalized once changes are made.

Policies:

Conflict of interest- Definition of Material personal interest. Wanted to know people who are working on a project, do they get a vote on it? Should we keep the person working on the project from voting. Example Carl has Communication hub as his project, should he be able to vote on it. Linda felt this person should be able to vote. Carl felt that if it was his project, he has a conflict of interest, he wanted to know, Example Carl is Communication hub and a few other projects so he has excluded himself from being on the board because he would be on the boards asking for the funds.

Joni wanted to know if item 2 resolved Carl's question, Dawna clarified what Carl is asking is "Do we define Conflict of Interest Enough"

Linda suggested that no conflict if no monetary reward, Lisa clarified that Procedure item 1 explains that it is not just monetary reward. Lisa stated that we need to follow the policy and the procedures. Kristi is trying to clarify what Carl is saying. After discussion, it was decided that we will do some more research regarding this topic.

Funding request- Carl wanted to be clarified that it should also read Government body not just need for fiscal sponsor or 501. Shorty felt that it was clarified in the policies already.

Kristi stated that the school reached out and would be a governmental organization so this would be a valid thing to clarify.

Lisa stated that we have some looking to do once a funding request is submitted from the school.

Carl thought process was if he was just coming on board and never knew anything about this board and how things were written. Wanted to keep interpretation of policies from straying too far from the original plan.

Think to add some wording for "Governmental Body" for being "qualified" for receiving funds.

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Community Role

Wanted to clarify and add the wording again for Governmental Bodies.

Rebecca wanted to clarify the process for funding as her project did have a Fiscal sponsor, but FCA paid for her vendors out of the way. Lisa clarified that we spoke with Kristi and came to three different ways to pay for projects. We may need to know upfront and have all the information upfront of who and how to pay for projects. Rebecca also commented on the contract and needed everyone had to sign a contract. She wanted to know if this was worked out yet, Kandi clarified that we have not fully worked this out as FCA needs to also follow through with requirements of WFCN. Kristi clarified that if there is a written contract for something ie Zender tree service" is an actual business, this would not be needed, but for Joe Smith who lives down the road will play for an event and get money, this is where the contracts really come into need. Kristi clarified if there is a written agreement provided to us from the business and the project manager then the additional contract is not needed. Also suggested that we have E-Signature in the future.

Need to know upfront if we are preparing for services or cutting a check after services are rendered.

Joni wanted to get some clarify for volunteer, she felt that the way it was reading, if she wanted to volunteer, she would not be allowed to since she does not reside in Columbia Valley. Rebecca wanted to know if she is wanting to be a voting member or not. If you don't live here, then you should be able to volunteer just not have voting rights. We should clarify that non-CV residence can volunteer; they just would not have voting rights. Linda stated that the original bylaws stated that if you don't live here, you don't really have "any skin in the game" and we wanted volunteers to have vested interest in us. Linda stated she doesn't have an objection to this wording but the bylaws would need to be changed to ensure we follow the bylaws. Shorty stated that it would be important to clarify this so

that nonresident volunteers can be part of projects. Kristi stated "All members are volunteers, but not all volunteers are members. You definitely want to be able to leverage human and other resource capacity that exists." We agreed we will work on this.

No other comments made; Policies will be finalized after changes made.

Funding request form and the process, we will include Rebecca Cayen on this as she does have some suggestions to the flow. We will not redistribute to membership for review.

Funding Request

Dawna has prepared some information to present to membership. We would like to request funds for a laptop and printer for FCA Secretary as Secretary uses a lot of her own printer/laptop and ink. We would like to have funds for these items for designation of the Secretary for use versus using personal items. Dawna prepared 3 quotes from both Staple and Office Depot.

Looking at about \$500-\$600 for laptop alone. Reason is Secretary to do Multimedia, word processing etcetera, Secretary needs decent laptop. Kristi wanted to know "Would that be considered administrative cost from MB Foundation's point of view? It might be a question to ask Debbie if it will take you over your admin limit for the year" Yes we should ask Debbie about that.

Dawn wanted to know if we need to ask Debbie first if we can spend that money and then come back to board asking for approval. Lisa stated that we were working on budget for year-to-year expenses for admin costs and this would be a one-time cost, not yearly except for ink, malware, software. Lisa suggested that these costs would be budgeted into the yearly budget. Kristi- I haven't looked at that specific angle of your spending to know what across two years you have spent. It might be good analyze that in order to explain to Debbie what the annual costs are currently. Dawna suggested that we table this for now and then talk to Debbie with all the information together. Kristi stated she was in favor for us to have a bigger admin cost than what we currently have now.

Linda wanted to know about cost of laptop versus Desktop. It was explained about difficulty of It was agreed upon that we will add more information and present to Debbie all information.

Website Updates

Kandi Shared updated Community Calendar to help with getting all events and meetings in a centralized area for CV residents. Joni asked about organized events outside of the community coming into the community. We did say that we would add these items. Kandi asked to have these events/meetings emailed to FCA versus to Lisa or someone particular

Gathering Members

Interim Board has been meeting 3-4 times a monthly recently to complete Policies and Bylaws. We have decided for December General meeting we will not hold a meeting, but IB will continue to meet trying to come up with ways and goals to get more people aware and involved. Next General Meeting will be in January. Idea is to find out who will be a good fit for FCA and need to start inviting people to the meetings and get to know them. Now that all the admin creating of documents are done, now we hope we will get people wanting to join. We ask that all members start inviting people to meetings so we can get to know them, and they can figure out if they want to be involved of what we stand for. We may be asking for Sign funding in January. We have Banners and will start advertising in that way. Linda had an idea that church leaders would be a great resource for knowing people in the community, ask them to lunch and ask them to give us names of people who would be a good fit? Kristi had a suggestion of a person that may be a good fit.

Need to make specific person asks to join versus “Anyone can join” Warm body ask versus personal ask.

Covid has taken a toll on people lately and that is showing a challenge as well.

It was stated for legality purposes, we need to ensure that if someone wants to be added to our mailer or list, then have them email us or fill out the form on the website. We must make sure since we do not have an opt out button, we do not email people without them wanting it.

Kristi provided a few names of perspective people who may be a good fit for FCA.

Nurses Program

Joni

We have been seeing 15-20 people at each Ask a nurse event they have hosted. Feedback from community about needs, she does recognize that there is a mental health need in the area. She is working with Jessica Bee and WWU BSN Program for nurses to help with community. Also trying to get more funding. Working with Y for home blood pressure monitoring- 4-month commitment from person it is adding funding from Y and Mt Baker kidney. May have a lead for a Ukrainian/Russian nurse. Now have funding through next September.

Lisa wanted to know if they are working with the Diabetes support group. It was stated that they are going to work with this to help and ways to help incorporate some of this.

We need something for the Diabetes group to help support them.

How do people get scheduled with you? Do they need apt, referred, walk in?

Opp Co is allowing them to use a conference room, so they have a board in front at the food bank letting people know they are there.

Questions were asked about how days/times was chosen as this seems to be a problem of people not wanting to “lose” their spot in the food line.

Other business:

Does anyone have any leads on other projects? Do we know of anything? Answer- Biggest challenge thus far, a lot of potential for projects but not shovel ready.

All policies, bylaws etcetera will be on the website.

Meeting adjourned at 7:52pm