



Board Meeting Minutes

Location: El Ranchito - Inverness

Date: 01/03/2019

Time: 6:30 PM

Attendance: Scott Kalvinek-President Cathy Needham- Vice President, Tennille Lindbough Director #1, Jennifer Kalvinek- Director#2, Destiny Hardaway- Secretary

❖ Suspension of benefits for [REDACTED]

- Suspend any and all benefits for the 2020 year due to non-participation of events, fundraisers over past year. Conduct at Harley Davidson. If adopted draft letter and send certified to her.
- **Action -Unanimous Yes Vote to not renew or accept membership for [REDACTED]**

❖ Adopt New Treasurer position

- Adopt position outline
 - Set election date to serve for the 2020-2021 reelection in Dec 2021 for 2022 year
- Action- Unanimous Yes Vote**

❖ Change proposals for by-laws to bring to members

- Article 8- add treasurer position to officers
Action- Unanimous Yes Vote
- Article 3 – add “Members must participate reasonably in fundraisers and events” as determined by board must attend 1 event and participate in 2 fundraisers a year
Action- Unanimous Yes Vote
- Article 15 add language that clearly states “The Board at any time can suspend any and all benefits for conduct”
Action- Unanimous Yes Vote
- Create Article #16 in bylaws titled Financial Duties
Action- Unanimous Yes Vote

- Article # 16 Financial Duties -
add language There should be only 3 individuals that have signature authority on checks, Treasurer and President and Vice President being one of them.
Action- Unanimous Yes Vote
- Article # 16 Financial Duties Use of card -
must get 2/3 vote of board members for purchases over \$20 (can be oral vote) receipt must be given to Treasurer as soon as possible and added to minutes of next board meeting
Action- Unanimous Yes Vote
- Article # 16 Financial Duties
Financial Records should be audited each year by two members of the organization. Ask for volunteers and They should prepare a report to be presented at the April meeting
Action- Unanimous Yes Vote
- Article #16 add language Treasurer shall have no Authorization to approve any expenses on their own (Except in voting) since they will be signing the checks
Action- Unanimous Yes Vote
- Article #16 add language Monthly financial log to be posted on website
Action- Unanimous Yes Vote
- Article #8 to include language under presidential duties-
“Shall review all financial reports, secretary reports and committee reports”.
Action- Unanimous Yes Vote
- Article #8 shall add Treasurer as officer and will entail all voting privileges
Action- Unanimous Yes Vote
- Article #15 add language no such sale, returning, refunds of any gifts. If identified, the member will be removed from the program and possible loss of membership.
Action- Unanimous Yes Vote

- Article #15-Agree on and submit to member benefits,
Mileage reimbursement for travel for association business. Picking up gifts at Christmas for sponsors and trees from locations. Not for monthly meetings or events we attend as families. All mileage will be submitted as request indicating millage driven times amount allowed per miles
**Action- \$0.30 per mile for association business only, voluntary submission
Unanimous Yes Vote**

❖ **Set up Committees and their function**

- Committees to be overseen by Vice President and shall reflect so in Vice president Duties.
- **Fundraising**
a) research, and institute fundraisers based on feasibility and profit for association
- **Events**
a) research and institute events for families
b) research and institute summer and mid-year family trips
- **Care team**
a) send cards and small gifts for members and children for Hospital stays, sympathy etc.

**Action- announce to members at January meeting ask for Volunteers,
Unanimous Yes Vote**

❖ **Printer for Secretary**

- Purchase replacement printer.
- Must be high quality Possible printers from Brother [MFC-L8900CDW](#) \$549
- Eliminate going to OfficeMax for printing needs last year costs were over \$600 1 year should/would pay for itself from printing flyers and paperwork

Action- Unanimous Yes Vote

❖ **Family Picnic**

- Hold off for more pricing and possible change of venue.
- Questions?
No vote needed will explore more options

❖ **Shotgun Raffle for Feb to May 12th 2020**

- Shotgun \$400-450 cost will include custom engraving of association logo
- Add 2 sub winners 2nd and 3rd place \$50 and \$25 gift card winners
- \$10 donation per entry
- To be Drawn May meeting
- Find local companies to sell tickets at business locations and members.

Action- Unanimous Yes Vote order 500 tickets

❖ **Stephen McQueen**

- Deb King asked for a donation of \$200 to community fund to help with funeral expenses for child that was killed in accidental shooting.
- Vote was conducted
Yes Votes Deb King, Cathy Needham, Elba Jimenez and Linda Kanawawall
- Wrote check and sent certified to Lisa Gonzales who is organizing fund for family.

❖ **Vista Print**

- Scott asked for authorization to spend \$80 for new Business cards for incoming board for positions
- Vote was conducted
Yes vote was Scott Kalvinek, Deb King Elba Jiminez

❖ **Christmas Mileage Reimbursement .44Per mile**

- Scott – 54 miles per round trip 8 trips = \$190.08
- Lynn -754 miles total = \$331.76
- Elba -543 miles total =\$238.92

❖ **Storage reimbursement for use of Elba's storage unit**

- \$40 December

❖ **Storage unit rental for new year**

- Unit needed to store Christmas trees, school supplies and clothing donations
- Windmill Self Storage 10X20 unit \$135 per month- no discounts total for 1 year is **\$1620**
- Store right 10X20 unit
1/2 off 1st 2 months \$139 per month
1time \$12 admin fee
company wants to help with toy/supplies drives and open up gates for hosting small events
Total for 1 year is **\$1541**
- Buy storage racks for unit to sort and store donations for distribution
Discussion to start vote on next board meeting

Action – Check more places on Saturday orally.

Update- Checked multiple places found Allen-Ridge Mini Storage 1601 N Lecanto Highway Lecanto Fl. 352-527-9030

\$1019.40 yr. 1st 2 months free (\$169.90 value 1st year ending up at \$849.50) +\$20 cleaning deposit (refundable on vacancy of clean unit)

Vote-Scott K., Jennifer K. Tennille L. and Destiny H. YES Vote

❖ **Purchase Laminator**

- Purchas on Amazon for IDs, flyers and so forth
Unanimous Yes Vote