



# Meeting Minutes 4-11-23

Special Board Meeting  
St Paul's Lutheran Church- 6:30 pm

Meeting Called to order 6:49PM

**ATTENDEES: Chair Committee:** Kasey Rabe, Christina Fjeld, Tiffany Pierson, Diane Pierson, April Mindt

### ORDER OF BUSINESS

- o Taxes
- o Articles of Incorporation
- o Account Logins
- o Solicitors License
- o Bylaws
- o Tumbler Quote

### DISCUSSION:

- Motion made by Christina F: Approve backlog of Board Meeting Minutes that were not entered into record. Second by Diane P. Motion passed all in favor, none against.
- Regroup and reset of the Board of Directors on working with bylaws and other legal paperwork. Come to a consensus on how to move forward with these items.
- Taxes due May 15th. Diane and April working on 990N.

**Meeting adjourned at 8:15 pm due to lack of quorum. Christina F. and April M. left meeting.**

**NEXT MEETING: Tuesday, April 25th at 6:30pm - St. Paul's Lutheran Church**

## Meeting Minutes - 4/25/23

Special Board Meeting  
St Paul's Lutheran Church - 6:30pm

Meeting Called to order 6:33 PM

**ATTENDEES: Chair Committee:** Kasey Rabe, Christina Fjeld, Tiffany Pierson, Diane Pierson, **Excused:** April Mindt **Guest:** Jacki Harasym

### ORDER OF BUSINESS

- Old Business
  - o Bylaws
  - o Taxes
  - o Solicitors license
  - o 1023
  - o Quickbooks
- New Business
  - o Guest Speaker - Non profit organization and bylaws

### DISCUSSION:

- Motion by Tiffany P: Approve backlog of treasurer's reports, Seconded by Christina F. Motion passed all in favor, none against
- Guest Speaker: Jacki Harasym - Independent Contractor (Non-Profit and Board of Directors compliance trainings), Fiscal and Grant Specialist for Pathfinder Services of ND and member of NDANO
  - o Roles and Responsibilities of Board Members - Requirements and Best Practices
  - o Legal paperwork and how it should be filed and stored
  - o Discussion on ND century code and what is required at State and Federal Level
  - o Prepared Sample bylaws with appropriate century code requirements for Board to discuss.
- Bylaws- Read and reviewed proposed sample bylaws, made small changes to fit the Minot Pink Ladies.
  - o Motion by Christina F: Give members a week to review proposed Bylaws, Conflict of Interest policy and Meeting of Consent for any questions of revisions via Email. Email response to these document reviews by May 2nd, 2023. Seconded by Diane P. Motion Passed all in favor, none against
- Taxes and Solicitor's License- Diane and April working on these. When finished they will be emailed to Board for review before submitting.
- 1023 - Motion by Tiffany Pierson to table until next meeting. Seconded by Christina F. Motion passed: All in favor, none against
- Quickbooks - \$613.30 still left in original motion form October 4, 2022 meeting to purchase software. Looking at options for desktop versus web. Web can cost \$300-\$600 per year. Needed in order to maintain financial reports. With 501c3 status we can check into TechSoup for discounted software. Motion by Christina F: Table discussion of this until next meeting once more information is obtained. Seconded by Tiffany P. Motion passed all in favor, none against.

**Meeting adjourned 10:46PM- Motion Christina F., Second Tiffany P. Motion passed all in favor, none against NEXT**

**MEETING: Thursday, May 4 at 6:30pm - Location TBD**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Tiffany Pierson, Secretary

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Kasey Rabe, President