



# SPECIAL BOARD MEETING

## MEETING MINUTES

**DATE** Sept 21, 2023    **TIME** 6:30 pm    **LOCATION** Kasey's House

### Attendance

**Board:** Kasey Rabe, Christina Fjeld, Tiffany Pierson, Diane Pierson

### Order of Business

- **Approve Meeting Minutes**
- **Election Question – Nominee**
- **Resignation – Next Steps**
  - **Bank Account**
  - **Registering Agent**

### Discussion

- **New Business**
  - Election Question. Kat accepted nomination but would rather run under Treasurer position than President.
    - Motion: Tiffany P. moved to allow Kat to run for Treasurer instead of President. Seconded by Diane. Vote: Motion passed all in favor.
  - Resignation
    - Bank Account – Need minutes and signed resolution to make changes. The two people on the account will need to sign. Will change to elected treasurer in January.
    - Motion: Tiffany p. moved to remove April and add Christina as the 2<sup>nd</sup> on the bank account until a new treasurer is elected. Seconded by Diane. Vote: Motion passed, all in favor.
  - Registered Agent
    - Need to take steps to get pin and gain access to account. Can pay companies to become the registered agent. Christina provided three companies and their fees.
      - AAA ND Registered Agent
        - Fargo, \$30/yr, \$35 filing fee
      - Search Company of ND
        - Bismarck, \$35/yr, \$30 filing fee
      - ND Registered Agent
        - Fargo, \$49/yr, \$35 filing fee
    - Christina to look into the registered agent companies. Kasey will contact the state for more info on affidavit and filing.

- Motion: Christina to remove April as registered agent and get access to the account via pin or affidavit. Seconded by Tiffany. Vote: 2 for and 1 abstain. Motion passed.
- Motion: Tiffany P. moved to void previous motion regarding registering agent. Seconded by Christina F. Vote: Motion passed all in favor.
- Motion: Tiffany P. moved to get access to account via pin from affidavit as well as potential removal of April M. as registered agent at the time of signing affidavit. Seconded by Christina F. Vote: 2 for and 1 abstain. Motion passed.
- Motion: Tiffany P. moved if the affidavit removes April M. as registered agent, we need to assign a temporary registered agent while Christina obtains more info on registered agent companies. Seconded by Diane P. Vote: Motion passed, all in favor.
- Motion: Tiffany P. moved that if the affidavit only gives a pin and no removal of April as registered agent, we need to gain access to account and change the registered agent to a temporary registered agent. Seconded by Christina F. Vote: Motion passed, all in favor.
- Motion: Kasey moved to have Diane P. to be the temporary registered agent. Vote: Majority vote, motion passed. (2 voted and 1 was excused from vote)
- Motion: Tiffany moved to submit and approve these minutes from 9/21/23 via email on 9/22/23. Seconded by Kasey. Vote: Motion passed, all in favor.

<b>ACTION ITEMS</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>STATUS</b>
Call State to clarify affidavit	Kasey	9/22	In progress
Sign affidavit	Christina	9/22	In Progress
Bank Account	Christina/Diane		In Progress
Registered Agent	Board	TBD	In Progress

## Meeting Adjourned

**9:06 pm - Motion to adjourn by Diane P. Seconded Christina F. All in favor none against.**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Tiffany Pierson, Secretary

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Kasey Rabe, President