

Nassau Community Connections, Inc.

Officer's/Director's Meeting Minutes

Tuesday January 25th, 2022 7:00 PM

Via Zoom/Virtual Meeting

Our grassroots organization builds community, inspires hope, and networks for equity by raising awareness and connecting essential resources

Attendees:

Chaplain Michael Needham, President (MN);

Lori Clark, Treasurer (LC);

Joseph Gil, Communications Officer (JG);

John Imhoff, Secretary (JI);

Jean Waggoner, Volunteer Coordinator (JW);

Meeting Minutes

- MN recommended and it was agreed that we should focus our time on the bylaws first as there is a lot of area to cover
- Lori Clark (LC) had prepared a budget document, however we don't have enough information to fill out the document at this time. We have quotes for insurance coming in, and then we can speak with Randy Sanford about what the church will be looking for as far for leasing us the space.

Bylaws

- Chose to go with the bylaws draft from Dana Salazar, as they are for New York-based corporation. The "simpler-language" example that was suggested was for a Maryland corporation and would be difficult to make suitable for NY.
- The draft bylaws reference the term "Members" – Members are not part of a corporation. This section will be removed.
- Directors are the Officers of this organization (we will need to merge Article III with Article IV) who make policy decisions.
- Dana wanted us to make sure we got the titles right, adjust the terms of office, and make sure that we have a way of removing an Officer if such becomes necessary.
- Article 3 Section 3 Election and Term of Office – the following builds a timeline and defines how elections shall proceed:
 - Change so that we establish 2-year terms for Officers/Directors.
 - Will stagger the terms by one year so we don't lose the consistency of the Board.
 - Defined two groups of officers; the first group including the Treasurer and Communications Officer, and the second group including the President, Secretary, and the Volunteer Coordinator.

- The first group will be up for re-election in December of 2022; and the second group would be up for re-election in December of 2023
- Nominations for new officers will be solicited by Survey Monkey (or equivalent) the 2nd Tuesday of December, posted for election shortly thereafter with voting (by Survey Monkey or equivalent) by the Committee to be completed by January 1st. Elected officers will be installed during the first Board meeting (4th Tuesday) of January.
- Article 3 Section 4 – Qualifications – add the Director/Officer qualification that an individual must be on the Committee for a minimum of 6 months before being eligible to be nominated as an Officer/Director unless given special consideration by the Board.
- Article 3 Section 5 – Removal – Will change so that an Officer with 6 consecutive unexcused meeting absences (instead of three) may be removed by vote of the Board.
- Article 3 Section 11 – Voting
 - Define Committee - We want to incorporate the idea of a committee that is separate from the Board, with the board having certain powers, and the committee having the ability to vote on who is on the BOD and on policy decisions outside the jurisdiction of the board.
 - Embody the idea of Policy being inspired by the Board, but determined by the Committee.
- Expenditures - We discussed including on Section on powers?
 - For expenditures up to \$300; two officers can make the decision.
 - For expenditures exceeding \$300; quorum approval by the Board is required and the expenditure must be reported by the Treasurer during the next meeting. What was spent, for what purpose, and who made the decision.
- Also discussed the need for verbiage regarding which decisions require two signatures.
- Article 4 Section 6, 7, 8, 9 need to eliminate the title and references to the office of Vice President, and add Power & Duties for the Volunteer Coordinator and Communications Officer positions.
 - Joseph Gill (JG) will add the description of the Communications Officer and Jean Waggoner (JW) will add description of the Volunteer Coordinator.
- Once we have a draft that we think meets our needs, it will be reviewed by the Committee and then we'll give it to Dana to review and remove anything we don't need to have in there.

Other Business

- MN indicated that we need to file a dba (“doing business as”) so we can operate under the title of Nassau Community Connections, Inc. We unintentionally filed for incorporation with the IRA and New York State Department with the title “Nassau Committee Connections, Inc”. a dba is the easiest way for us to be able to refer to ourselves as Nassau Community Connections, Inc. MN will move ahead with filing the dba, and wanted to make sure this was understood by the Board.
- Decided to discuss fundraising for the remainder of the meeting as we didn't have enough information to start working up a budget.
- Potential fundraiser at S&S Brewery
 - Carol Sanford has offered to host us
 - Thinking about a Friday (busiest night) in June (when the weather warms up)
 - Idea is to set up a table with information about us, possibly with a contribution jar
 - LC suggested selling lemonade and/or hot dogs etc. JW suggested Ice cream novelties ...good suggestion!!!
 - We will develop some signage/fliers with information.

- Maybe we can get the microphone to tell people who we are, ask for support and see if we can get more volunteers and people interested in being on our committee.
- Need to be thoughtful of our memberships in what we promote and decide to sell.
- JI raised the idea of a membership page on our website, where people could not only donate but become sponsors. Maybe offer sponsorships at various levels (bronze, silver, gold, etc.).
 - Donor Box as an example of a paid service that could be used to manage on-line one time and monthly recurring sponsorship payments
- LC suggested similar “Go Fund Me” type campaign that we could set up to do similar push for donations.
- LC also raised the State Employee Federated Appeal (SEFA) list of charity organizations that state employees can donate to. If we can get onto the SEFA list, we could then promote NCC to our members and friends who are state employees and ask them to support NCC through that venue.
 - LC will speak with her SEFA contact at work to see what is involved in getting on the SEFA list.
- LC also mentioned that Smiles (a local ice cream business in Nassau) is getting a portable ice cream machine. If she is willing, we could purchase the product and maybe borrow the equipment so we can sell ice cream cones instead of the novelties. LC will ask Missy at Smiles and see if that is possible.

Next Officer’s meeting scheduled for Tuesday 22Feb2022