

Nassau Community Connections, Inc.

Committee Meeting Minutes

Tuesday February 8th, 2022, 7:00 PM

Via Zoom

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

Attendees:

Chaplain Michael Needham (MN), President; Lori Clark (LC), Treasurer; Joseph Gil (JG), Communications Officer; John Imhoff (JI), Secretary; Jean Wagner (JW), Volunteer Coordinator; Shaykha Sheila DS Foraker (SF), AQRT Sufi Order; Pastor Dion Marquit (DM), Grace United Methodist Church.

Meeting Minutes:

- Opening Reflection - SF
- Previous month's minutes were sent to those who were present for that meeting.
 - Motion to approve the minutes as written – DM
 - Second – JG
 - Discussion – None
 - Motion adopted; in favor – 7, opposed - 0
- Need to make a decision whether minutes will be disseminated by email or by posting to the website, or both.
- Glenmont Job Corps <https://glenmont.jobcorps.gov/>
 - Representative met with MN last week.
 - Organization offers vocational/educational/training with housing for youth 16-24 years of age.
 - Funded by U.S. Department of Labor – through the salaries and satisfaction of the students after they leave the program.
 - Accept youth give them housing, food, an allowance.
 - Get them to finish their high school diploma and then start vocational training (e.g. certified nursing associate, HVAC, maintenance, etc.)
 - Can accommodate up to 350 youth, and currently have ~200 due partly to COVID.
 - They are reaching out to the library, scouts and other folks locally to get the word out there about their program.
 - Representative is sending MN a link to a virtual Orientation and Welcome Program that we will post to our website to help get the word out.
 - DM commented that the organization has been around for a long time, and that it offers youth, who may have limited options, a peaceful path to get an education and start a career.
 - We will add to our Resource Guide.

- Community Caregivers – Executive Director reached out to MN to coordinate getting to speak with us. We’ve already made 4 or 5 referrals to this group.
 - The group has an array of people who can deliver food, help those with vision problems, and who are out there aggressively looking for ways to serve/help people in the community.
 - We will also add this to our Resource Guide.
- Gathering Place sent a thank you for contributions and for the support during the floor restoration project.
- Bylaws
 - MN emailed out a version that was based on one that the attorney (Dana Salazar) sent as a starting point. Included requirements of a New York State-based corporation.
 - MN briefly summarized the content for those present:
 - Document structured with a Board of Directors (the Officers) and Committee; the Committee elects the Officers, and the Officers approve members to the Committee.
 - Bylaws defines quorum, how we handle vacancies, and a includes a rocess for removing an Officer if necessary.
 - Bylaws lay out meeting schedule, notice of meetings, actions of the Board/Officers, and process for Executive Session including how that is reported to the Committee for transparency.
 - Lays out the current Officer positions and their responsibilities; President, Secretary, Communications Director, Treasurer and Volunteer Coordinator.
 - Committee made up of community members and people interested in our organization’s vision. Nominated by Committee and approved by majority vote of the Officers.
 - Committee members can be removed by majority vote, and active committee members must attend at least 50% of meetings.
 - Provides guidance for financial responsibility – Expenditures up to \$300 need to be approved by at least two Officers. For expenditures over \$300 there must be agreement by majority of the Board.
 - Elections – President and Director of Communication positions are on alternating annual cycle with those of the Secretary, Treasurer and Volunteer Coordinator. This assures consistency in the board so we don’t have a complete change in Board all at one time.
 - Any ties in voting or elections are determined by coin flip by the Treasurer
 - Committee agreed that we would send out an email for questions or comments on the bylaws to be returned before our Board meeting in two weeks so that we can discuss. We can edit as appropriate and give to the attorney for a last review. Intent is to have it ready to vote on by the March 8th Committee meeting.
 - JW raised a question/requested clarification about “The Committee” vs “Committees of the Corporation” as referenced in the document. MN will review her comments before the document is submitted for final review to distinguish between the Governing Committee as opposed to individual committees designated for specific purposes (planning, local needs evaluation, etc.).“

- Budget – LC has provided a good template for reporting out the budget when we have all the pieces.
 - We currently still need to finalize:
 - Rent / expenses to Grace United Methodist Church for the use of the Church house.
 - Pastor Dion indicated that it would be good to speak with Bruce on the Church's Board of Directors to get an idea of what the fees for usage of the Church House might be.
 - Insurance Costs – We have a quote for General Liability Policy, Commercial Property Insurance, Professional Liability Insurance, and Directors and Officers Insurance totaling \$2,120.28
 - Intent is to go ahead with attorney's recommendation of starting out with General Liability and Directors and Officers insurance, and increasing if necessary as we grow as we grow. This will keep our annual insurance cost to about \$1,400.
 - MN will send around copy of the insurance limits of coverage.
 - Wireless Internet/cable – Spectrum \$102.98/month for 400 mb service.
- Community Center
 - Still on hold with COVID, but we are getting closer to a point when we can consider opening. Aiming for the early Spring.
 - The Boy Scout who is working on the access ramp has indicated that he has the funding necessary to complete the project so that should be wrapped up soon which will work well with this schedule.
- Officer's Reports
 - Secretary – JI - Nothing to report.
 - Communications Director – JG
 - Working with David Bauer to get the volunteer training onto the website.
 - Expect that people will be able to take the training, print off a certificate and the system will automatically send a notification email to JW so they can be added to the list of volunteers.
 - Committee agreed that "knowledge checks" within the training was preferable to a quiz or test at the end of the training as there is no need or desire to stress out the volunteers with test anxiety.
 - Otherwise, posting things sparingly as things have been slow. As we get closer to opening the Community Center, and as other events spring up, we'll be posting more to the website.
 - Volunteer Coordinator – JW
 - JW raised the question about responsibilities for the operation of the Community Center. There will be a need to manage the physical environment and the things that are happening at the Center, and stocking the supplies used by the center.

Officer's agreed that we discuss those responsibilities at the next Board meeting and that it would be good to have those responsibilities spread out among the Officers so they don't fall on only one person.

- Treasurer – LC
 - Fundraising – Carol Sanford has offered to have us set up a table at S&S Brewery
 - Intent is to have sit a table with NCC information and possibly a jar for donations.
 - May be able to get the microphone for a few minutes to let people know who we are, what we're about, and do a little recruitment speech. Can also get people who may want to volunteer.
 - We can sell novelty ice cream or soft serve (Lori reached out to ask Missy, the owner of Smiles in the Village to see if we could use her portable equipment if we purchased the product).
 - Looking for Friday evening when it gets a little warmer out; great venue with lots of people.
 - JW suggested that the NCC members wear T-shirt with logo. MN indicated that a local business owned by a women from the Methodist Church prints t-shirts and that he would be willing to purchase shirts for the event.
 - We will need other fundraising ideas
 - May just need letter/postcard that we mail out that ask people to donate and provide various options for ways they can contribute.
 - Asking the Committee to be thinking about fundraising ideas and be bringing the ideas to the table for consideration.
 - Currently the checking account balance is \$5,158.26.
 - MN expressed the Committee's thanks to LC and all of the folks who contributed to giving Tuesday. MN will work to get the list of who contributed and when so that we can get thank you cards out to them
- Closing reflection – DM

Next Meeting March 8th.