

Nassau Community Connections, Inc.

Officer's/Director's Meeting Minutes

Tuesday February 22th, 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

- Opening Reflection – MN
- Motion to approve January 25 Officer's Meeting Minutes - LC
 - No discussion and motion carried by unanimous vote
- Insurance – insurance quote from individual who was referral from JG.
- Potential donation from Chandler Young/VFW per MN discussions with Chris VanDeusen
 - They have money from their Christmas fund that is available if we need it.
 - MN suggested we might be able to take them up on aid to the insurance premiums.
 - Agreement among officers, with discussion around making sure we have a path forward for future as we won't always be able to count on this type of contribution.
 - MN will speak with Chris about the request.
- Budget – MN
 - MN reached out to George and Randie at the Grace United Methodist Church about cost for use of church house space.
 - Trustees would like Officers to come to their meeting on March 3 at 7 PM to discussion and address some of their questions.
 - MN will respond and request a list of questions so that we are ready to discuss with the trustees.
 - LC wants to make sure we can start projecting on the "income/revenues" side of the budget.
 - There are corporate revenues, fundraising, community revenues. Would like to know what we are shooting for.
 - Once we know what we know what the church is looking for we can define our working budget.
 - JW asked about cleaning responsibilities – specifically, who will be responsible for cleaning. MN has housecleaner who could come a few times a month and to deep clean.
 - We can budget \$25 or \$30/week for cleaning our space.

- Community Center Update
 - MN indicated that end of this week should be complete and that we can get the Code Enforcement inspector in to close out the building permit.
 - MN and JI will gently inquiring with scout on status and date of completion.
 - Once we get the ramp completed, MN can reach out to the code enforcement officer and with the COVID numbers where they are, we should be able to start doing things there.
 - Regarding keys for access to the community center, the plan is is that a couple of the officers will have keys, but we will use a key lock box at the front door that will be available for volunteers.

- Bylaws
 - MN indicated that he made the changes regarding committees...distinguished as the Governing Committee vs. committees of the organization.
 - Changes made and version sent to Dana Salazar, Esq. for review.
 - If Dana has no concerns, we can discuss with Committee and then do a Survey Monkey vote.

- Officers Reports
 - President – MN
 - Emailed Lisa Drury from Silly Lily Designs about T-shirts. Joe has followed up with the NCC logo and we are just waiting to hear back from her.
 - Volunteer Coordinator – JW
 - Community Center startup
 - JW suggested that it might make sense to start the Community Center on a schedule of M,W & F rather than 5 days/week.
 - Mondays and Fridays are times when people may need help.
 - This will also give us a chance to get more volunteers on board.
 - Group agreed that we will likely start slow and build/grow as we go, and MWF schedule to start is a good idea.
 - Further discussion in group around advertizing, open house... we can start slow and take time to grow.

- Fundraising – LC
 - Spoke with Missy from Smiles about using her portable ice cream equipment.
 - If they have electrical load at S&S, it shouldn't be an issue. If they don't have the power required we can sell ice cream novelties.

- Communication Officer - JG
 - Suggested that it would be good to add a biography and photograph for JW on the website.
 - JW will provide something for JG to upload.
 - JG was approached with questions about whether the owners of the Church House property and if they might be willing to allow gardening or landscaping and such with donated time and donated supplies.
 - MN – Our goal is to improve the property, but any changes would need to be approved by the trustees and the historic preservation (Kurt Vincent) in the village. As long as the improvements are in line with the historic character of the property and building, it will probably be doable.

- Secretary – JI
 - Finalizing minutes for a couple of Committee meetings and an officer’s meeting and will send to JG when they are ready to be uploaded to the website.
 - Raised the question around whether we want to send minutes out in email to everyone on the mailing list, or better send email with link to the Meeting Minutes Page on our website.
 - Group agreed that email with link to the minutes would be appropriate, and would aid in transparency within the organization.
 - MN suggested we define who our Members are so we know who to send our Survey Monkey surveys to.
 - Discussed creating two lists; a list of the Officers and Committee (voting members), and an extended list encompassing other community members and interested parties.
 - JI will set up time with MN to define those lists.
- Other Items
 - On-Line Training for Volunteers
 - As discussed previously we would prefer the use of knowledge checks rather than quiz or test.
 - This will help with risk-management in that interactive knowledge checks will demonstrate active participation / understanding of the content by the individuals taking the training.
 - These knowledge checks will help emphasize important concepts such as site specific rules (i.e., no gambling) and important organizational prohibitions (e.g., We can call Uber if transport is needed, but we DO NOT drive/provide transport ourselves).
 - MN has arranged incorporating knowledge checks into the volunteer training presentation.
 - LC comments on the website
 - There currently is not a link link on website for people who may want to get more information or receive our emails.
 - Joe will look into adding a link for this.
 - We may want to consider putting the church house address on the website, rather than the legal address that is currently in the footer.
 - During the meeting, LC checked the PayPal link to donate and got a “Page Does Not Exist” message.
 - MN reaching out to David Bauer to see about getting this corrected as well as making sure some of the officers (JC and LC) have account information.

Next Officer’s meeting scheduled for Tuesday 22Mar2022