

**Nassau Community Connections, Inc.**

**Committee Meeting Minutes**

**Tuesday March 8<sup>th</sup>, 2022, 7:00 PM**

**NCC Community Center**

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

**Attendees:**

Present - Chaplain Michael Needham (MN), President; Joseph Gil (JG) (via Phone), Communications Officer; John Imhoff (JI), Secretary; Shaykha Sheila DS Foraker (SF), AQRT Sufi Order; Pastor Dion Marquit (PM), Grace United Methodist Church; Reverend Edward Van Kampen (RV), Nassau Reformed Church; Carol Siver (CS), Grace United Methodist Church; Diana Murphy (DM), Nassau Reformed Church.

**Meeting Minutes:**

- Opening Reflection - PM
- Bylaws - MN
  - MN Sent around the most recent draft incorporating few comments
  - Bylaws includes (but not limited to):
    - Defining what a Member is.
    - Foundation based on Members (Committee) electing the Officers (Directors) of the Corporation and the Officers/Directors approving the Committee Members – for accountability.
    - Definition of how financial decisions are made
      - 2 Officers required for expenditures of less than \$300
      - Quorum of officers (3 or more) agreement required for purchases greater than \$300
      - Must be full report back to the Committee of what happened, and how/why the money was spent
    - Structure for election of Officers/Directors
      - Alternating schedule for the election of officers for continuity of the Board.
    - Process for removing Officers if there were cause to do so.
  - Draft final version of the Bylaws with the attorney (Dana) for review.
  - Once we get it back, we will send out for review and approval via Survey Monkey for ratification.
  - DM made motion to approve the bylaws are approved by the attorney that we accept them.
    - Seconded by RV
    - Discussion – DM requested clarification about how the power of the officers and how it relates to the Committee
      - Committee votes on important items votes are only valid if there is a quorum of Officers present.

- Committee members elect the officers, and the officers run the day to day operation and seek input and approval from the committee.
  - Motion approved – affirmative (7); dissent (0); abstain (0) (Note: Joseph Gil was late to the meeting and his vote was not recorded for this motion).
- Proposed Budget for 2022 (Attached)
  - Requested by the Committee
  - Proposed 2022 Budget \$6,740
    - This is a rough budget, and when we get going our expenses may increase, but this budget is a good estimate for a starting point.
    - Use of church house space, estimate on the budget is based on conversations with the trustees. We would be accountable for a portion of the building operational costs, plus any increase resulting from the increased use of the building.
    - Spectrum internet and telephone \$840 annually
    - Cleaner \$25/week / \$1300 year
    - Food and Coffee (\$500)
    - Insurance – General Liability and Officers (\$1500/year)
      - MN plans to bind that insurance in April.
      - Request being made to Chandler Young for the insurance cost this year.
    - Fundraising
      - S&S go and sell ice cream on a Friday in June
      - BBQ
      - Donate button on our website wasn't working so we are trying to get that working again
      - Grants – Stewarts, Regeneron in the past. Mike submitted US Grant but we didn't get. DM suggested that there are many other smaller grants out there as well as individual businesses that we can ask for support as we get known in the community.
  - DM made motion to approve proposed budget as is for the time being
    - Seconded by CS
    - Discussion – General discussion around the idea that these are not big numbers, and that it should be no problem to raise funding to cover these estimates. The community comes together when needed to support those in need. DM warned that we want to be sure that we don't just fundraise for the sake of gathering money, but “only go to the well when there is a need” and people will continue their support.
    - RV raised the question as to whether there is a record of the assistance provided so we can justify what we are doing and how we have helped. This is a part of financial statements with ledger of what has been paid out. When there are expenditures made by the Officers, that is reported back to the Committee.
    - Motion approved – affirmative (8); dissent (0); abstain (0)
- Meeting with Grace United Methodist Church Trustees March 3rd
  - Officers met with trustees about

- Insurance
- Donation for fees
- Training that they Church may require (as raised by Pastor Marquit)
- Overall a very positive meeting
- During discussions we indicated that we intend to improve the property. A couple of construction companies have offered to help out with the building, and we'll need the approval of the church for those improvements....As it is part of the community, this is something we can help make the community better and we can be proud of the improvements we make.
- Officer's Reports
  - MN – President
    - Insurance – would like to Bond in April.
      - Will look to get another quote for comparison
      - As mentioned previously, Chandler Young Veteran's Center has requested a letter indicating our need, but looks like they will be willing to donate \$1000 for our insurance this year.
  - JG – Communications officers
    - Tshirts – Joe was in contact with Wayne Hurley about Tshirts – waiting for pricing. Requested pricing based on assumption of purchasing 12 shirts (3 small, 3 med. 3 L, 3 XL).
      - DM raised idea that we may want to ask entire committee if they would like to purchase their own T-shirts.
      - Will forward along pricing when we receive.
    - JG has made recent updates to the website
      - Added recent minutes for both Committee Meetings, as well as Officer's meetings.
      - Added Jean Waggoner to the Officer's section as the Volunteer Coordinator, with her picture and biography.
      - JG has some concepts ready for review when we get closer to the Open House (pamphlets, tri-folds, etc.).
      - David Bauer (Needham Risk Management) is trying to correct issue with our donate link on the website which was found to not be working. He will share account info with the officers so they can access donation information.
    - With regard to the on-line volunteer training
      - David is also added quiz (learning check) questions to three training modules, and we will be able to modify the training as needed in the future.
  - JI – Secretary
    - Currently compiling lists of contacts; one for the voting members of the organization (Officers and Committee members) and an Expanded List that includes those who are interested in what we are doing as an organization, but who don't have voting rights as committee members.
    - Officer's meeting minutes are also being posted on the website for transparency

- Handicap access ramp should be completed before the end of the month.
  - Scout's father indicated that materials have been purchased and are tarped and ready at the church house
  - Intent is that work will happen this week in hopes of getting pretty much wrapped up this weekend. May need paint, but construction should be complete.
  - We are asking that the end of the month be a hard stop deadline as we can't proceed with Code Enforcement Officer inspection and Open House without this wrapped up.
- Other Items for the Good of the Cause.
  - Group had a great and lively discussion about how wonderful it is that we can all get together in person and enjoy the warmth of community.
- Closing reflection – EV

Next Meeting April 12th.