

Nassau Community Connections, Inc.

Meeting Minutes

Tuesday April 12th, 2022, 7:00 PM

Grace United Methodist Church House/Future Community Center

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

Attendance

Chaplain Michael Needham (MN), President; Lori Clark (LC), Treasurer; Joseph Gil (JG), Communications Officer; John Imhoff (JI), Secretary; Jean Wagner (JW), Volunteer Coordinator; Diana Murphy (DM), Nassau Resource Center; Carol Siver (CS), Grace United Methodist Church; Mary Scallon (MS), Grace United Methodist Church; Rev. Ed Van Kampen (EV), Nassau Reformed Church; Dana Salazar (DS), Esq; Zak Onkaya-Budak (guest), Nassau resident.

Meeting Minutes:

Opening reflection - EV

Opened meeting with introductions by attendees including prospective member Zak Onkaya-Budak, a resident of Nassau, student at University of Albany, and with aspirations of becoming an attorney.

MN took a few moments to express the purpose and goals of Nassau Community Connections.

Bylaws - DS

- Dana had her contract attorney review our proposed bylaws who indicated that we may have modified the core document a little too much for our draft.
- We need to modify the document to reflect that the Committee is the Board of Directors overseeing the Officers elected in their positions.
- DM made motion to revise the bylaws accordingly (MN will make revisions and get to DS) and establish them as the bylaws for NCC.
- EV seconded the motion
- Discussion – DS indicated that NY state law requires some corporate obligations and we just need to make sure our bylaws reflect those obligations.
- Motion carried: Yes - 9, No – 0, Abstain – 0.

Community Center Ramp

JI reported that the Nassau Code Enforcement Officer, Kevin Hitchcock, visited the outside of the Grace United Methodist Church house on March 30. Kevin was happy with the progress made so far but with regard to the ramp, he indicated that the guard rails needed to be filled in with lattice work or some kind of protection so that someone could not fall off at elevations above 30 inches.

With regard to stairs on the “floating doorway” Mr. Hitchcock indicated that a platform/landing was necessary at the top of the stairs to allow someone entering the building to open the door while they were still standing on the landing.

Jl reported that, with the officer's approval, he purchased the materials necessary to make the modifications to the ramp, and to add the stair platform. Jl contacted Mr. Robert Smith for assistance in getting this work completed in a short order. We are hoping to have this done this week, or as soon as weather/time allows.

Help Provided

LC indicated that NCC has been providing assistance to an area man who is living in a camper.

- He was out of gas for his generator and propane for heat.
- Propane/gas was provided on two occasions.
- MN indicated that the Chandler-Young Veterans Association donated \$100 to help the individual.
- The individual indicated that he had registered with social services for assistance.
- The individual requested assistance for a third time. The officers responded that while we could not provide additional gas or propane, we could help him with warm clothes and blankets if he would like. A response to this offer had not been received at the time of this meeting.

There was a brief group discussion, for the benefit of those new to NCC to convey the understanding that NCC can act to support stop-gap / short-term needs, while an individual is getting set up with other long-term resources. Our mission is to help persons in need find those resources, but we don't have the resources to provide the long-term support ourselves.

CS inquired as to whether volunteers will have Guidance to provide support to those in need when they come to the Community Center. MN and the officers responded that we have the resource guide and can also post a call/contact list and can also formalize the process over time.

Fundraiser Planning

S & S table event

- Plan is to sell ice cream to benefit the community center
- LC indicated that Smiles Ice Cream will assist on site as long as there is electricity available, and if not, we will be able to sell ice cream sandwiches prepared by smiles.
- Intent is to have table, ask for microphone to let people know about us, solicit donations and ask for volunteers
- Need to determine a date, preferably at the end of June.
- Established a subcommittee consisting of JW, DM, and EV that will
 - Confirm date
 - Confirm with Smiles
 - Find out about the electricity making sure it meets Smiles' needs.
 - Plan a table with flyers and donation jar

Separate subcommittee comprising MN, LC< and Jl will work toward planning the end of summer BBQ.

CS indicated that June 16 is the Grace United Methodist Church Strawberry Festival; it may be good to have the Community Center open for the public for that event to raise awareness.

Officer's Reports

Communication Officer - Joseph Gil

- JG has reached out to Wayne and had received pricing for t-shirts for the committee to wear for our fundraising events.
 - However, he has not heard back from him after letting him know that we were interested in having them made.
 - Joe will poke him one more time to see if we can get the t-shirts ordered or will find another source.
- JG will make a half page flyer for our fundraising event, he'll make something that can be printed two per page that we can then cut into half sheet flyers for the S&S event.
 - He will work up a draft for the committee to review.
- LC and JG met to work through taxes for the year. They found that they need a 990-PF form and not the 990-N form which gives us another month to submit our reports.
 - We should be able to do that with no problem.
 - Joe will have the officers take a look at the filing before submittal.
- MN indicated that he had a flash drive of photographs that can be used for our future communications and fliers.

Treasurer – Lori Clark

- Balance in our checkbook is \$4,938.31 which includes \$250 donation from Stewart's and the veterans \$100 for the individual in need.
- Also just received a \$450 donation from Rev. and Mrs Van Kampen to support NCC. Thank you very much Reverend!

President – Michael Needham

- Our insurance is now bound and the Chandler-Young Veterans Association paid the ~\$1400 annual premium in its entirety.
- The budget is looking perfect with donations and the churches agreement of suggested donation for occupying the community center space.
- MN's primary focus moving forward is to get the Community Center open.

Secretary – John Imhoff

- Meeting minutes are posted to the website for both the Officer's meetings and the Committee meetings for transparency.
- Minutes are typically 1 month behind as drafts are reviewed by meeting attendees before they are ratified and uploaded.

Volunteer Coordinator - Jean Waggoner

- Reached out to the volunteers again and several had a misunderstanding of the time expectations required for the center. However, with the starting schedule of MWF 9 am to Noon, we have the days covered, but there is currently no buffer. Just enough....
- CS indicated that she was available from October through May.
- Others present also indicated their availability to assist
- MN also indicated that he has some potential volunteers in the wings and that he is not concerned that the cadre of volunteers will grow as we get started.

- Jean asked for clarity about whether the Volunteer Coordinator's responsibilities includes decorating the center and getting amenities, posters, etc. to make the center a little nicer.
- The group agreed to have the Volunteer Coordinator oversee these tasks with the approval of the committee.

Last Minute Items for the Good of the Cause

- MN summarized that we are looking for a file cabinet that locks.
 - DS will check to see if they have an extra one available at her office.
- We are also looking for lock box to keep the key available for volunteers to be able to get into the Community Center.
 - An option raised by CS was to obtain a combination keypad entry door handle.
 - Combination could be given to volunteers
 - Combination could be changed if necessary
 - CS will provide information on what she was familiar with so we can evaluate. .
- Also need a door buzzer for the back door and the smoke alarms still need to be installed inside the building.

Closing Reflection - EVK

Next Meeting - 10May2022