



# Special Meeting Of Directors

Related To	
Approval Date	@July 27, 2025
Document Type	Meeting Minutes
Meeting Date	@July 27, 2025
Board Members Present	Brianna Bear Jonathan Mallinger Lilly Fedas
Status	Signed




## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

This document records the proceedings of a special board meeting held to consider and adopt the Document Retention & Destruction Policy for Healing Roots Outreach Collective.

### Meeting Details

Date:	July 27, 2025
Time:	6:00 PM
Location:	Virtual/In-person at 2122 S 272ND ST APT B111, Kent, WA

## Attendees

-  Jonathan Mallinger (Chair)
  -  Lilly Fedas
  -  Brianna Bear
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## Call to Order

The meeting was called to order at 6:02 PM by Chair Jonathan Mallinger.

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## Purpose of Meeting

The Chair stated that the purpose of this special meeting was to consider and, if appropriate, adopt the proposed Document Retention & Destruction Policy as prepared for the organization's governance packet and compliance with IRS Form 1023 and Washington State charitable registration requirements.

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## Presentation of Policy

Jonathan presented the draft Document Retention & Destruction Policy dated July 27, 2025. The policy establishes recordkeeping periods, secure destruction methods, and legal hold procedures consistent with Washington nonprofit law and IRS guidance.

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## Discussion

▼ Board members discussed:

- How retention periods align with anticipated grant audit timelines
  - Integration with cloud storage and Notion-based asset tracking
  - Responsibility for maintaining the destruction log
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## Motion

**Motion:** Lilly Fedas moved to adopt the Document Retention & Destruction Policy as presented.

**Second:** Brianna Bear.

**Vote:** Approved unanimously (3 in favor, 0 opposed, 0 abstaining).

## Adjournment

There being no further business, the meeting was adjourned at 6:25 PM.

## Signature

*Jonathan Mallinger*

Name & Title:	Jonathan Mallinger, Secretary
Date:	07/27/2025
Status:	Meeting Minutes approved and filed

### **Healing Roots Outreach Collective**

UBI #: 603-908-714

*Dedicated to providing culturally responsive harm reduction services and indigenous healing practices to underserved communities.*

**July 27, 2025**