**Draft Minutes 11-18-24**

**Date November 18, 2024 5:30 p.m. LCOWA**

**Attendance Members Present**

\_\_\_x\_\_ Karen Haggard

\_\_\_x\_ Ann-Gee Lee

\_\_x\_\_\_ Nancy Martinez

\_\_x\_\_\_ Emmanuel Maya

\_\_Ab\_\_Lillian Nichols

\_\_\_x\_\_Jennifer Petrovich

\_\_x\_\_\_Troy Rodriguez

\_\_Ab\_\_ Dusan Stojanovic

\_\_Ab\_\_ Erica Valle

\_\_Ab\_\_ Bente Eriksen

Establish Quorum

1. Call to order at 5:31 p.m. Quorum established.
2. Approval of minutes
   1. Moved. Emmanuel
   2. Second Jennifer
3. Reports
   1. Executive Director—B. Eriksen. Bente was absent due to illness; Ann-Gee read report in her absence; attached: Highlights include:
      1. January: Community Health workers will start up
      2. Potluck -IFSA—Oct.30 game night. Big crowd
      3. Bente invited to talk 1 hour at United Way Leadership Ft. Smith
      4. Many people don’t know we’re here.
      5. Need for Day-time Volunteers
      6. Report on Murder Mystery not included, available next time?
   2. Treasurer—Troy provided documents that helped the board get a clearer picture of our financial situation. He is meeting with Langham (accountant) Wednesday. Other board members are welcome to attend.

Issues discussed:

Contract Labor (need documentation), specifically with payments made to Nancy F & Jess Honer

What are we spending for bookkeeping? QuickBooks? Should we consider other options? Jennifer offered to do research on accounting services, which she will report to Finance Committee who can bring any appropriate recommendations to the board.

Discussion about different ways to handle money: direct deposit to bank through phone.

Ann-Gee will contact Heather Edwards; introduce Troy, with goal of resolving credit card situation.

Need to know how credit card is being used. Documentation for expenses is needed.

Scan documents for paper trail—could a new printer help us do this?

Troy can create a spreadsheet, accessible to board members, to help us follow grants from application to notification and spending. This would help the board know which funds have a specific purpose and which can be used for general operating expenses.

Do we need a cap amount for which board approval must be given? Finance committee will discuss and make recommendation.

* 1. Committee Reports—no reports

1. Unfinished Business—None
2. New Business
3. Emmanuel discussed a donation template that will help us ask for donations and shared how he had used it already. Bente has a list of past donors we could start with or board members can use with people or businesses they know. Emanuel will send template to everyone and a copy will be added to the minutes. Jennifer suggested that we consider specific requests for specific amounts in future.

B. With the uncertainty of funding in the near future, the Executive Board would like to recommend that we pay off our outstanding mortgage ($12,711.92) on the building. We offer 2 plans for doing this:

1. Once we have purchased the computers from last year’s grant and can show that we have spent that money, we apply to First Pres for a grant to pay off our balance.

2. Check with Heather Edwards about other options for doing this. Who will do this?

3. After discussion, we added a third option: a campaign to do this.

Need to find out that mortgage is being paid. This item was tabled till next time when we have more information.

1. Announcements—None
2. Adjourn. 6:49