JTEL BOD Meeting

March 6, 2017

Meeting brought to order at 6:34pm – in attendance: Syrilyn Tong, Gary Pohl, Eli Sonafrank, Mindy Gallagher, Marina Day, Carrie Correia and James Rogan

Motion to approve February minutes by Carrie, seconded by Eli. No discussion, motion passed

**President's Report**: Seedy Saturday was superb! Mo did an awesome job. First Saturday netted $42 and second Saturday netted approximately $46 (later found to be $51), there was also a JTEL membership for $10! 26 people came to the first Saturday and approximately 23 the second week. Mo also created a great PSA about the events.

**Treasurer's Report**:

$18,516.44 General Savings

$14,338.52 Passive House

$3,343.88 Clausen Cabin

$286.94 Sentry Hardware card

$1,700 Community Revenue Sharing, earmarked for Clausen Cabin

**Finance Committee Report**:

* Quick books installed on new laptop needs to be reviewed by Mo.
* Mt. McKinley signature card still needs to be signed by Mo.
* A $350 check was received from a Friend's donor(s) that would like to remain anonymous, specifically for the financial review.
* A check for $750 was received from the Golden Heart Community Foundation for a children's reading program - to be put in the Ruth Jasper Children's Fund. See the grants section
* There was an outstanding check for $35 that was written to Ken Woods in order to pay the website hosting fee. Mindy was finally able to get in touch with him about the check and was told that he never received it. Mindy offered to send a new check and he did not want it.
* Taxes were due February 15th, have not been filed and was told by accountant Virginia Farmier that she would file an extension. Mindy has been unsuccessful in reaching Ms. Farmier to ensure that the extension had been filed. ST will attempt to reach her.
* The IRS Forms 1096 and 1099’s have been sent out.
* Mo and ST reimbursed for Seedy Saturday stuff; Marina donated $99 for trim rope

**Grants Committee Report**:

* Gary Pohl, Marina Day and Deirdre Helfferich met on February 13, 2017
* Grant Station elapses at end of March
* CAPSIS Grant application update submitted
* Potential FNSB Assembly Resolution of Support
* Grants applied for this quarter:
* Sam’s Club: Applied for March cycle for $2,000 for handicapped Ramp
* Holland America: Applied for $2,000 for handicapped Ramp
* Carrie reminded the board that grant monies had been received in the past for the ramp.
* Grants received:
* Golden Heart Community Foundation “Kids Read Program” in the amount of $750, program and implementation to be developed. ST stated that she was going to ask Amanda Bent to lead the program
* Grants in progress:
* GVEA Good Sense- Gary needed a few documents from Mindy to complete. End of March is submission deadline
* Home Depot and Lowes both have donation programs. Gary to pick up applications.
* Pick Click Give campaign - The non-profit with the most increase percentage would get a chance at another $5,000. We are at exactly the same number as last year as of the last report. Need to continue to post results on website and Facebook page. Ely will ensure the PCG banner to be on website homepage.
* Ford Foundation grant to be worked on by Deirdre

**Facilities Committee Report**:

* No formal committee meetings recently, but lots of work parties have occurred! The following tasks have been completed:
* Installation of underlayment and plank tile flooring
* Temporary installation of carpet in the office
* Relocation of wood cook stove
* Balance of electrical by Bear Electrical completed
* Doors and trim to the office and storage done (future restroom)
* Rope trim completed!
* Next month the following work is anticipated:
* Inspect and secure the under floor structural items before books move in
* Plan for the move in of four additional freestanding shelving units and books (this is a full board function and will need several volunteers, work parties and logistics.). We discussed that the following categories will move to the Clausen: Children's, Alaskana, seeds/gardening and cookbooks. It was mentioned that maybe Ruth Rutherford, who is studying to be a librarian, may be open to some sort of internship with JTEL, in order to help setting stuff up.
* Wood baseboard completion.
* Work anticipated in the near future:
* Yard clean up
* Rebuilding of planter beds
* Handicap ramp
* No new Passive House activities other than the prediction that the hydro seeding should do well
* The Toyo Stove at JTEL Frank's place went out during cold spell, Gary was able to clean fuel filter and restart. This should be done more regularly

**Volunteers/Membership Committee**: Amanda not present for an update (see below, new business)

**Business out of order**:

* James had to leave early, so we discussed the following 2 items:
* Insurance renewal - was sent to James but we need to figure out what type/how much insurance for the PH property, now that there is a water tank on the site. Gary is going to let Hale and Assoc. know the limits that we want
* Future meeting dates - was moved to Monday last month due to Amanda's request/schedule, but since she is no longer on the board, we decided to move it back to the 2nd Tuesday of every month.

**Policy Re-write Committee**:

* Carrie tried to meet with Deirdre last week for the collections policy review, but Deirdre forgot about the meeting.
* Carrie mentioned that there were several "weird" passages in the old policy, and would like to know why before a re-write, as there may have been a purpose for them worded that way.

**Business Plan Re-Write**: Mo not present for an update

**Old Business**:

* Seedy Saturday recap: great all around. Mo would like reimbursement for the pictures and frames, but ST couldn't contact Mo to get the cost, so it's been tabled until next month. Marina stated that we could possibly hang them at the Clausen to sell
* Website update: Eli says that the new online donation pages (one time and recurring donations) are live, except that the SSL security site has not been set up. He just needed info from Mindy to get that set up. Eli will also get with Mindy to work out the logistics and a test donation in order to make sure she gets the revenue. The 2 redoing the website will be gone in a couple of weeks, until May, so continued work will have to wait. Eli also to talk with Ken Woods re: the host.
* Charity Walk status: Registration will be open April 3. Marina is going to take the lead on this one.
* Pick.Click.Give drive - ST states that we have exactly the same numbers as last year (11 donors for $725), which is better than some non-profits which have decreased their amounts. We should use those numbers in our current campaign to boost donors/amounts (facebook and website)

**New Business**:

* Amanda is resigning from formal board duties, so someone needs to take over the Volunteers/Membership committee. Carrie will chair the committee and Marina, with possibly James, will be on it. ST will get the lists from Amanda and give to Carrie. Also, Carrie volunteered to be the new Secretary, and this was unanimously passed.
* ST mentioned that there was no policy on who was a full board member and who was an alternate; Mindy moved to have James and Amanda move to Alternate BOD spots and Eli and Marina will move to regular BOD spots. Motion seconded by Marina; discussion about voting privileges and when an alternate could vote. We've never had a close vote where all 9 board members were present and wanted to vote, so this has not been an issue, yet. Why change something that wasn't broken? Carrie moved to table the discussion about alternate/full board members until after the policy re-write. Marina seconded; motion carried.
* Deirdre sent an email from the Global Seed Network to become a partner. Do we send requestors seeds on our dime? How does it work? We're pretty busy right now with Clausen being remodeled. Mindy motioned to table until more is learned, seconded by Carrie; motion carried
* ST mentioned that Charlie Gallagher has spent his time and gas in order to keep the Clausen driveway snow blown all winter long, and wanted to give him a $25 gift card. Carrie motioned, Marina seconded; no discussion; motion carried.
* Marina presented the University Foundation's Donor Bill of Rights which could be placed on our website to ensure transparency of our organization. Motion to adopt the BOR by Marina; Mindy seconded; no discussion; motion carried.
* Mindy stated that we need to personally call for volunteers for events, and not just depend upon the board members, as they will eventually burn out. Discussion that with Carrie taking over memberships/volunteers, there will be more direct involvement.
* Easter Egg Hunt - Mindy stated that we did this last year, and would like to do it again, with the ECA (Ester Community Association). Since Mo is president of the ECA, Mindy will coordinate with Mo to do it. Since it's only about a month away (April 16), we will push for the final Clausen Cabin renovations (baseboard trim, paint conduit, tie-in the support beams) in order to have a soft opening on that date. Mindy will also ask Amanda to assist since it's a kid's program.

Meeting Adjourned 8:30pm