

My Friends Place
Meeting Minutes
May 3, 2011

No meeting was held in April 2011.

Present: Mark Lee, Christy Challender, Heather Vonderfecht, Marjie Worden, Derek McGuckin, Merrie Crawford

Cliff Brown was unable to be present. Merrie Crawford mediated the meeting in his stead.

Minutes for February 2011 and March 2011 were approved.

Finance Report: Mark will prepare a report for June's meeting

Motions to ratify:

\$2,500 for phone – confirmed by all present

\$250 for signage – confirmed by all present

Final \$800 to Vista Youth Center for video – confirmed by all present (Mark recused self)

Signature of Alliance Agreement with Safe Harbor Crisis Nursery – confirmed by all present

A discussion ensued concerning the process of voting by e-mail. The following process was considered:

- The motion to be voted on must have been presented at a meeting. It cannot be initiated by e-mail. This way, if there is discussion then everyone at the meeting can have a say.
- It would be noted during the meeting and in the minutes that the vote will take place via e-mail.
- If there is one “no” vote on the e-mail vote, then the topic must be tabled until the next meeting for further discussion.
- With no “noes,” a majority will pass the vote (taking into consideration people out of town, not checking e-mail, etc.).
- When a vote goes out by e-mail, the initiator will state only the motion to be voted on. The voters will send ONLY their “yes” or “no” vote and their name. This will keep the e-mail vote from becoming buried under other information.
- If the vote concerns monies to be distributed, the motion can say “not to exceed the amount of....”
- If something important comes up that must be taken care of quickly, then an emergency

meeting can be called in order for a motion to be made. We must look our by-laws, but it is believed that an emergency meeting can be called in 3 days. This must be clarified.

MOTION: Made by Heather – To reimburse Cliff the \$46 he paid to have the post office box renewed for another year. Seconded. Unanimous vote. Motion carries.

MOTION: Made by Mark – To approve officers and board members to spend up to \$500 for normal recurring operating expenses. Seconded. Unanimous vote. Motion carries.

Discussion ensued as to who is able to write checks on the MFP checking account. It should be the President, Treasurer, and one other board member. At present, those who can sign are Cliff, Mark, and Melinda. Based on Melinda's resignation (see below), this will be updated to remove Melinda and add Derek.

Merrie gave her P. O. Box key to Derek to give to Shanna, church secretary for RUMC, as she picks up the church's mail every week. She will then give MFP's mail to Derek who will then hold it until he has another board member present to open it. Two board members will open mail together. Procedure approved by the board unanimously.

Status of liability insurance - table till next meeting (Cliff)

Draft operating manuals: Craig Hirt of Crosswalk in Spokane sent Mark all the manuals, policies and procedures, forms, etc., all of their paperwork that they use, that we may implement their use in our program. Many thanks to Craig for this information and huge time-saver for us!

The editorial in the newspaper was mentioned, and discussion ensued regarding the requirement that parents/police/possible CPS will be notified and asked permission for teens to stay at the shelter. It was discussed that this is part of the requirement by the state and that all this information is laid out in the license and other state information.

Future fund raising efforts:

- Director of Department of Human Services is Ed Thornbrough – replaced Carrie Hue-Pascua. There will be a meeting on Thursday morning, May 5, that will be attended by one or more of our members. They have grants we can apply for.
- Rotary - \$20,000 – must apply by July 1st – can only apply for up to \$5,000
- Tracy Diaz sent us information on two grants to apply for – she is happy to offer technical assistance.
- Thursday – Mark will ask Sue and Judy to work on grants.
- There are also established fund raisers that we can participate in - Duck Race, United Way, etc.

- Christy is working on Rotary grants with Terry Fleshman and Don Misch under headings of Simplified, Educational, and Foundation – some have matching funds available.
- Cliff has an appointment on 5/19 with Andy Miller.
- We would like to have a copy of the Give a Kid a Foot paper as this is an excellent fund raiser idea.
- There is a donation section on the website now, and Marjie will add a link to the Facebook (FB) cause page.
- Mark/Marjie will look into Network For Good.
- Can also put a memorial contribution, “in memory of,” on FB.
- Mark talked about Square – free VISA charges with link to bank. It is a small swiper for VISA cards that works on I-phone or I-pad. Mark will create the account and link it to MFP's bank account.

Concerning 2160/2163 monies: Cliff met with Tracy and Robin – they work for Ed

- 2160: We applied for maintenance dollars, which we can't get because we are not yet licensed. We can ask to be given the money conditional to obtaining the license? They only gave out \$360,000 of the \$500,000 they had available, it is believed possibly for them to have money available for MFP when the license is finalized. Tracy has seen the facility and told Ed it is a good facility, good program.
- 2163: There is no NOFA sent out for this money. It can be applied for at any time. There is no real process to follow. However, MFP must be in operation to be able to apply.

Merrie will send out an e-mail to the old team to ask for people to help with grant writing – a team would be nice with quarterly meetings to keep current on upcoming grants and getting them applied for in a timely manner

Speaking engagements

- 5/13 – interfaith group – Cliff and Derek will attend – Amy Schultz will be there
- 5/19 – Columbia Center Rotary – Cliff giving presentation – Tyrone will also attend

We have a Facebook page – Mark will attach a cause page to this.

Web page update

- Cliff and Marjie worked together on the website. If we want any changes to it, we should let Marjie know.
- Marjie has been paying for the website through Go Daddy since the web page was first created, and we very much appreciate her donation, as well as her expertise and dedication in maintaining the website. Mark said he would talk with Cynthia Ewer about getting website for free.
- Marjie will put the FB/cause page link on the MFP website.
- The video is on the website. It is a VIMEO, not YouTube
- Marjie will put meeting times and dates on website calendar. First Tuesday of each month at 6 p.m. at Riverview United Methodist Church.
- She can also put emergency meetings on the website calendar as they come up.

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- Marjie will keep active meeting minutes on the website for the last 6 meetings and archive the rest.

Internship possibilities:

- Heather will keep her eyes open for possible interns and possible person to hire from her students. These would be bachelor's or master's students.
- Stephen Harle – Americorps – They will work with a field coordinator to find the right person for the internship. Applications will go to Sue DeLucchi. It would cost MFP \$8,160 for 10 months for 30-40 hours of work per week. The applications are due October 1st and February 1st.

Wendy Riddle has offered volunteer chaplain services.

Melinda Montgomery resigned from the board effective March 27, 2011. We appreciate her participation on the board and will send her a thank you note.

Discussion ensued concerning thank you notes, and it was decided that Merrie would buy some thank you notes, stamps, etc., to have on hand at board meetings for members to write in and mail out.

Expansion of board: It was decided that at the next meeting a board development subcommittee will be formed. This committee will look at prospective board members, give out applications, and invite applicants to the September meeting, and the vote will be held at the Annual Board Meeting in October.

Concerning donations: Mark will send Merrie the card used at VYC for donations. It is a blank form that the person donating can fill out and use for IRS.

The next meeting will be held on June 7, 2011, at 6 p.m. at Riverview United Methodist Church.

The meeting was adjourned.

Cliff Brown, President

Date

Merrie Crawford, Secretary

Date

Recorder: mmc