**Meeting Summary: July 30th, 2025**

**Attendees**

* Colton Otto
* Kathy Adams
* Rick Whitecotton
* Becky Kinney
* Maureen Carey
* Sandy Koehler
* Krista Tetter
* Karsta Erickson
* Kyra (via phone)
* Others referenced: Leo Sonderoth, Pastor Kaul, Rick Olson, Lori Carey, additional at-large and committee volunteers

*Meeting began at 4:38pm. Quorum was established.*

**Agenda & Procedural Approvals**

* **Minutes of July 15, 2025 organizational meeting approved.**
* **Current agenda approved.**

**Main Topics Discussed**

1. **Scholarship Committee and Selection Procedures**

* **Current Structure:** Only two committee members confirmed (Nev Leo & Pastor Hall); need to confirm Rick Olson’s participation.
* **Eligibility & Bylaws:** Discussion about whether committee should include board members or remain fully external; current bylaws require two at-large members to vet applications. Final decisions require majority blind vote of the board. Identities of applicants should be redacted.
* **Next Steps:** Clarify bylaws to ensure non-board-member involvement in vetting. Discussed targeting scholarships first to nursing students (preferably at IVNIC/IBIC), then EMS/firefighter applicants, then remaining funds to elderly community assistance.
* **Application:** Application content to prioritize merit and impact. Multiple draft application forms to be prepared for next meeting.
* **Follow-up:** Update bylaws and selection process definition; bring finalized applications for review at next meeting.

2. **Donation/Fundraising Payment Processing**

* **Platform Exploration:** Banking is with Heartland (Clover offered), but was deemed too complex. Venmo/Zelle through bank is not viable.
* **Decision:** Square selected—no monthly fee, charges $0.30/transaction, handles inventory, audits, and is compatible with in-person and web payments.
* **Website Integration:** Square to be integrated post-approval; currently all applications/payments will be paper for 2025 event, with target for electronic processes in 2026.
* **Action Item:** Square to be set up and linked to website; ensure craft fair vendors and donors can use the system.

3. **Bill Pay Procedures & Spending Authority**

* **Parameters Discussed:** Need for clarity on who can spend, how much, and when board approval is needed.
* **Decision:**
  + Purchases under $500 authorized by any executive (President, VP, Treasurer) without prior board approval, with one signature.
  + Purchases over $500 require prior board approval and two signatures.
  + Non-executive board members must have combination sign-off with someone from executive to spend up to $500.
* **Action Item:** Update policy docs accordingly.

4. **Liability Insurance Policy**

* **Quote:** Proposal for $1 million policy around $325–385, covering single day event (can be increased to multi-day or annual policy in future).
* **Status:** Waiting for city’s formal approval before purchase. Alternative local quotes may be sought for 2026.
* **Action Item:** Rick to contact local agents for additional quotes; President to update board once city approval is granted.

5. **Community Training Initiatives**

* **Proposal:** Offer "Stop the Bleed" and CPR training sourced through a Streamwood firefighter who can train up to 25 people at a time (no charge except facility).
* **Facility:** Seek community hall/space (possibly Fox Valley); explore in-kind donation of space.
* **Action Item:** Contact Fox Valley about facility; revisit after confirming location and date.

6. **Bylaw/Legacy Governance Clause**

* **Confirmed:** Family legacy clause states a family member must always be on the board as tiebreaker; cannot be altered without unanimous consent.
* **Status:** Already approved; posted on Facebook and website, for transparency.

7. **Future Fundraisers**

* **Golf Outing:** Deferred to Spring 2026 (preferably early in the season). Possible alternatives during winter such as golf domes considered but not prioritized.
* **Vendors/Locations:** Seek quotes from both Sandwich and Earlville golf clubs.
* **Action Item:** Move planning to 2026 agenda; gather venue info by Feb 2026.

8. **Pending City Agreement and Street Closure**

* **Update:** Awaiting a formal agreement with City (expected for City Council review soon); agreement on who has authority to sign due to conflict of interest.
* **Street Closure:** Despite city’s claim of a “favor,” board agrees to keep all permits and approvals on file for accountability.
* **Action Items:** Push city for early access to draft agreement; maintain all necessary event closure doccopies.

9. **Ancillary/Volunteer Committee Creation**

* **Proposal:** Add non-voting “auxiliary/ancillary” members (e.g., Deb DeGroote) to assist with events.
* **Resolution:** Create a standing volunteer committee; no board vote or bylaw change necessary.
* **Action Item:** Formalize this committee and record in minutes; include in bylaws.

10. **Role Clarity & Organizational Structure**

* **Review:** Initial bylaws kept job descriptions very broad; need to further clarify roles for each director and at-large member as organization matures.
* **Term Length:** Directors serve two-year renewable terms; family seats can be indefinite per legacy clause.

11. **Craft Fair (“Under the Big Top”) Planning**

* **Event Date:** Saturday, September 25th, 2025 (Setup at 6am, open 9am–4pm).
* **Tent Rental:** Secured at $4,300 total rent for two days (shared 50/50 with partner org) ~ $2,150 owed by foundation. Porta-potty costs to be finalized (anticipated $100–$250).
* **Vendor Spaces:** 48 inside; 55–60 outside; space mapping ongoing (emailed apps to manage bookings/numbers).
* **Parking:** Designate vendor parking at PSLenders/old lumber lot, minimize Main Street congestion. Seek city/admin’s agreement.
* **Food Trucks:** Two with standing city permits (Santiago’s Tacos & Tasty by Tara) to be offered $60 site fee, matching fairgrounds. Hot dog vendor also considered. Target both breakfast and lunch options.
* **Volunteer Needs:** Core members with institutional history strongly encouraged to staff event.
* **Miscellaneous:** Will NOT provide booth-sitting for vendors due to liability.
* **Action Items:**
  + Finalize and distribute vendor application and parking instructions.
  + Secure tent/porta-potty contracts and payments.
  + Confirm food truck commitments/fees.
  + Finalize floor plan and signage for booths.
  + Prepare an entry/info table with brochures/cards and possible QR code for donations.

12. **National Night Out Participation**

* **Event:** Tuesday, August 5th, 6–8pm (at Johnny K’s/theater area, free to participate).
* **Foundation Booth:** 50/50 raffle (permit needed), branded banner, distribute free koozies (w/logo), water, candy for kids. Target 150 koozies ($125 cost). Printed banners and decals OK'd.
* **Permit Required:** $25 raffle permit anticipated.
* **Action Items:**
  + Order, print, and distribute materials before event.
  + Staff with available board and volunteer members.

13. **Logo, Branding, and Merchandise**

* **Logo:** Finalized as royal/Betty blue & white; consistency emphasized.
* **T-Shirts:** Navy blue polos with white logo for officers; T-shirts for volunteers/event staff. Shirt order to be coordinated by next event (note: try to avoid brand confusion via color shifting).
* **Future Merchandise:** “What Would Betty Do?” shirts discussed for later events as memorabilia/fundraisers.
* **Action Item:** Order shirts and koozies in approved logo/colors; ensure delivery before events.

14. **Financial Oversight / CPA Selection**

* **Account Balance:** Current balance $50; donations in-kind (e.g., website, setup) exceed $700, thanks to Colton.
* **CPA Engagement:** Rhonda Chase-Albert, preferred local choice, to be approached to serve as CPA. She is familiar and responsive to nonprofit needs.
* **Action Item:** Board authorized President to engage Rhonda; follow up if pricing/terms unsatisfactory.

15. **Outreach & Sponsorship Seeking**

* **Solicitation:** Begin asking for sponsorships/gift cards/monetary donations, but clarify 501(c)3 status still pending—donations are not yet tax-deductible.
* **Recognition:** Sponsors to be listed on website and possibly at event booths; discussion on tiered sponsorship levels deferred.
* **Action Items:** Start outreach to local businesses; prepare “value add” recognition approach for larger gifts.

16. **Planning Professional Material/Trifold**

* **Objective:** Need for professional trifold brochures or laminated postcard-size flyers and QR codes at event booths to explain the foundation and enable donations.
* **Vendor:** Prefer to source locally; research several printers for durability and cost.
* **Action Items:** Develop draft content and pricing, report back next meeting.

17. **Other/Future Initiatives**

* **Alzheimer’s Event (Sept 6):** Tabled until 2026 due to organizational startup constraints.
* **Governance/Ethics:** Emphasized transparency and preparedness (especially with city liaison).

**Action Items**

| Item | Responsible | Due | | | Finalize scholarship committee bylaws | Colton & group | Next meeting | | Prepare draft scholarship applications | President/VP | Next meeting | | Square setup & website integration | Colton/Web | ASAP | | Update finance policies (spend sz, sig) | Secretary/Treas. | ASAP | | Request/confirm insurance policy | Rick & President | Upon city approval | | Contact Fox Valley for training space | Krista & Sandy | Next meeting | | Order tent, finalize cost-sharing |Colton agreement with city | ASAP | | Confirm/contract porta-potties | agreement with city | ASAP | | Finalize, distribute vendor instructions | Becky/Committee | ASAP | | Confirm food trucks, collect fee | Krista/Sandy | ASAP | | Prepare event banner, koozies, shirts | Sandy & Krista | Before events | | Staff National Night Out booth | All available | August 5 | | Engage CPA, confirm prices | President | By next meeting | | Develop trifold/flyer content & print | Krista+Kyra group | Next meeting | | Plan for board’s next meetings | President/All | Confirmed |

**Follow-Up & Meetings**

* **Next official meetings scheduled:**
  + Wednesday, August 13th, 2025, at 4:30 PM
  + Wednesday, September 10th, 2025, at 4:30 PM *Both meetings to be used to finalize event plans and organizational/startup tasks.*

Adjournment

* Meeting adjourned at end of business after motion and approval.

**Additional Notes & Reminders**

* Continue proactive communications with city officials to avoid last-minute obstacles.
* All outgoing communication with sponsors/businesses must clarify pending 501(c)3 status (no tax write-off yet, but should be retroactive to date of filing).
* All expenditures and arrangements to be documented for financial transparency.
* Any materials/designs to keep the branding (royal blue/white) consistent and professional.
* Recruit and formalize volunteers under new committee structure.
* Ensure all event safety/liability procedures are updated and reviewed before event dates.
* **Prepared by:** Sandy Koehler July 30th, 2025