



Individuals Making Progress Advancing Communities in Texas

To empower the lives of youth, families and individuals by uplifting communities to make positive changes through social services.

Assumed Name: IMPACT TEXAS
Board of Directors Meeting Minutes
Telephone Conference
Thursday August 27, 2015

8:30 – 9:30 pm

I. Meeting call to order:

Response: Meeting called to order 8:32 pm.

II. Roll Call: Present; Curtis Carr, President, Melissa Turner, Secretary and Stephanie A. Harris, CEO.

Absent: Blanca Rodriguez, Member-at-Large.

Response: Present members confirmed. The Board President confirmed a quorum is present; therefore, will proceed with scheduled meeting.

III. Additions or corrections to the agenda: No additions or corrections to agenda

Response: BOD agree with approved agenda.

IV. Approve Organizational Meeting minutes from April 2, 2015.

Response: Curtis Carr, President moved to approve organizational meeting minutes from April 2, 2015. Melissa Turner, Secretary seconded the motion. President adopted organizational meeting minutes from April 2, 2015.

V. Administrative Requirements; Board of Directors applications and review of the Board training were due April 14, 2015.

a. Applications – Were due April 14, 2015. New due date September 4, 2015.

- i. Board of Directors to complete electronic application, send CEO via email, print and sign (wet signature) the last page of the board application.

Response: Stephanie Harris will assist Curtis Carr with application on August 30, 2015 at 9am. Blanca Rodriguez needs to submit application.

b. Job Description – Signature page due September 4, 2015.

- i. Overview.
- ii. Board of Directors to print and sign (wet signature) the last page of the job description.

Response: BOD will submit required documents.

c. Board of Directors Training – signature page were due by September 4, 2015

- i. Overview.
- ii. Board of Directors to print and sign (wet signature) the last page of the Board training.

Response: BOD will submit required documents



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- d. Adopt Conflict of Interest Policy – Previously submitted to the Board April 2, 2015. Signature page due by September 4, 2015.
 - i. Overview (IRS Requirement.)
 - ii. Board of Directors to print and sign (wet signature) the last page of the Conflict of Interest Policy.

Response: Curtis Carr, President moved to adopt conflict of interest policy. Melissa Turner, Secretary seconded the motion. President adopted motion to adopt conflict of interest policy.

- e. *Mail the last page (signature page) of each document in an 8 x 10 envelope to the CEO and the Corporation will reimburse postage if requested.

Response: The above are requirements for the Board of Directors. We are subject to being audited and must be in compliance.

- f. Board packets – **Action item**
 - i. The CEO will assemble packets upon receipt of requested documents.
 - ii. Proposed completion date October 2015.

VI. *Adopt Bylaws:

- i. Edits were due April 9, 2015.
- ii. Additional edits completed by the CEO.

Response: Melissa Turner, secretary moved to adopt bylaws. Curtis Carr, President seconded the motion. President adopted motion to adopt bylaws.

VII. *Establish Committees:

- a. Social Media – **Vote.**
 - i. Chair.
 - ii. Creating Face Book page.
 - iii. Committee member.

Response: Curtis Carr, President moved to establish the social media committee and voted Beverly as chair of social media committee. Melissa Turner, Secretary seconded the motion. President adopted motion to establish the social media committee and voted Beverly as chair of social media committee.

VIII. Announcements and Calendar Updates:

Response: No new announcements and calendar updates.

IX. Officers Report:

- a. President – none.
- b. Member-at-Large-absent.
- c. Secretary – none.

Response: No new information provided in officers' report.

X. Chief Executive Officer Report:

- a. Financial and Fundraising Committee Report:
 - i. **Sponsors: \$960.00.**
 - ii. **Donors: \$360.00.**
 - iii. **Fund raising committee: \$499.00.**



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Response: President and Secretary are in agreement with financial and fundraising report. CEO briefly discussed ways to reduce cost for Backpack to School Bash 2016.

a. CEO Application.

Response: Stephanie A. Harris completed application and will email for review.

b. Received electronic copy of Community Directory Child Incorporated.

Response: CEO will email the electronic copy of the Board of Directors to seek other collaborations.

c. Mission Statement: **Vote:** To empower the lives of youth, families, individuals and uplifting communities to make positive changes by providing social services.

Response: To empower the lives of youth, families, and individuals by uplifting communities to make positive changes through social services. Curtis Carr, President moved to establish the mission statement. Melissa Turner, Secretary seconded the motion. President adopted to establish the mission statement.

d. Vision: **Vote:** To empower or to enhance (Melissa's suggestion) the Lives of others throughout Texas.

Response: To Empower the Lives of Others throughout Texas. Curtis Carr, President moved to adopt the vision statement. Melissa Turner, Secretary seconded the motion. President adopted to establish the vision statement.

e. Tag Line: **Vote:** Enhancing the Lives of Others.

Response: Board previously shared they like the tag line. Curtis Carr, President moved to adopt the tag line. Melissa Turner, Secretary seconded the motion. President adopted to establish the tag line.

f. Logo Design: **Vote:** Orange Texas or Green Texas

Response: A volunteer offered to assist and provide more *pizazz*. Curtis Carr, President moved to adopt the orange IMPACT logo. Melissa Turner, Secretary seconded the motion. President adopted the orange IMPACT logo with the provisions to use this logo design until we have a final product agreed upon.

XI. Action Items that require a board vote: (see below table).

Response: Items voted on and approved.

a. Bylaws

b. Conflict of Interest Policy

XII. Next Board Meeting.

Response: September 17, 2015 between 7:30 -8:30 pm. Board notice will be sent via email by one or before September 13, 2015 and a reminder notice via email or text on September 16, 2015. **Topic discussion: Data regarding Backpack to School Bash, committees and committee members.**



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#	Action Items: Board Meeting August 27, 2015	Due Date: 2015	Status:
1.	Edit Bylaws:	April 9 th .	August 27 th approved by-laws.
2.	Conflict of Interest Policy:	April 14 th , send to BOD April 2 nd .	August 27 th approved conflict of interest policy.
3.	Board applications and training: <ul style="list-style-type: none"> • CEO will assist the President with completing board application scheduled date August 30, 2015 9:00 am. 	April 14 th . New due date September 4 th .	Pending.
4.	IRS 1023 application-Tax Exempt Status:	April 20 th . New Start date; September.	Pending.
5.	Board Packets:	Due May. Revised due date October.	Pending.
6.	Website: Must be designed prior to submitting IRS application.	May proposed month. Revised month September – December Will work on website upon completing IRS application.	Pending.
7.	Statements: Mission, Vision and Tag line:	May or June – prior to next Board of Directors meeting.	August 27 th . Approved: <ul style="list-style-type: none"> • Mission Statement • Vision • Tagline
8.	Logo Design: Approved to use.	On hold until logo design.	August 27 th Approved to use Logo until final designed created.
9.	Corporation Logo for the following: <ul style="list-style-type: none"> • Letterhead • Business cards • Banners 	On hold until final logo design. Paper products on hold.	Pending.
10.	Logo trademark: File upon final design.	Filing fee \$50.00 with the Secretary of State.	Pending.



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| 11. Backpack to School Bash
Written Report:
September: Data
regarding the backpack
event, future
fundraising,
collaboration and
potential volunteers. | September 17 th will
discuss at Board meeting. | Pending. |
| 12. Community Directories
Resource Book: Follow
Up April. | Will send by August 31 st
electronic copy submitted
to board. | Pending. |
| 13. Independent
Contractors: <ul style="list-style-type: none">• CPA• Attorney | CPA: Need to hire ASAP.
Attorney: TBD | CPA-Pending:
Completion of IRS
1023 Tax Exempt
Status form. |
| 14. Board of Directors
Liability Insurance: | TBD. | Pending: IRS Tax
Exempt Status. |
| 15. Committees: <ul style="list-style-type: none">• Marketing• Compliance | June. | June board meeting
will discuss. |
| 16. Office equipment or
programs: <ul style="list-style-type: none">• Quick Books• Computer• Printer• Fax• Scanner• Office supplies | TBD. | Pending: until
corporation starts
generating revenue. |
| 17. Memorandum of
Agreement:
The Storehouse food
pantry: | May. | August completed. |
| 18. Memorandum of
Agreement:
Bridgeway Church. | May. | Tabled. |

XIII. Adjourn. Meeting adjourned at 9:31 pm.

/:/ Melissa Turner, Secretary September 8, 2015

/:/ Stephanie A. Harris, CEO September 8, 2015