



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 November 19, 2015
7:30 – 8:30 pm

I. Meeting call to order:

Response: President called meeting to order at 7:32 pm.

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

Unexcused Absent: Blanca Rodriguez, member at large.

Response: President confirmed there is a quorum.

III. Additions or corrections to the agenda:

Response: No additions or corrections needed.

IV. Approve Meeting Minutes from September 17, 2015.

Response: Board will review and submit changes to the minutes from September 17, 2015.

V. Administrative Requirements:

a. Bio by December 31, 2015 and picture by January 31, 2016 (adding to website.)

b. Blanca Rodriguez (need signature page for all documents).

c. Board packets (need to purchase binders). **Action item.**

Response: Board will create bio and submit pictures by due dates.

VI. Adopt Bylaws:

a. Email final copy to Board Secretary.

Response: Secretary signed signature page in August 2015.

VII. *Committees:

a. Webmaster and Social Media Chair.

Remove Beverly as Chair.

i. Vote CEO as Chair.

b. President, Curtis Carr motioned for CEO Stephanie Harris to become the social media chair and webmaster. Melissa Turner seconded the motion. Stephanie Harris is new webmaster and social media chair.

VIII. Announcements and Calendar Updates:

Response: Initiative to promote safe disposal of prescription medications. Need to create an acronym for safe disposal program: **AWARE**- Always take the appropriate dose, Watch to make sure all medications are secure, Allot time to inventory meds, Reach out to family/friends to share medication responsibility, Easy safe disposal is now available.



IX. Officers Report:

- a. President – none.
- b. Member-At-Large – unexcused absent.
- c. Secretary – Please submit changes to September 17, 2015 minutes.

Response:

X. Chief Executive Officer Report:

- a. Facebook: Invite friends to like and follow us on Facebook; facebook.com/impacttexas2015.
- b. CEO: Evaluation due by February 5, 2015 (see attachment.)

Response: CEO will review document and email highlights to the board

- c. Draft Logo Design:
 - i. Need Photoshop, Visio or another design program.

Response: Board will try to obtain design program.

- d. Back Pack to School Bash-2016 Post Event Report:
 - i. See Attachment.
 - ii. **Response:** Document being edited and will be distributed once executive summary is condensed to one page.
- e. Back Pack to School Bash-2016-Travis County:
 - i. Draft flyer (see attachment.)

Response: Minor edits and final flyer will be completed soon.

- ii. T-Shirts for Board of Directors will be donated by Board President.

Response: Discussed ideas for T-shirt designs. Possibly 2nd annual Backpack to School Bash and small IMPACT logo on front and IMPACT Texas logo large on back of shirt.

- iii. Solicit more companies. Goal to receive 350 backpacks.
 1. 150 filled with school supplies - distribute to registered participants
 2. 100 without school supplies – distribute to participants that did not pre-register. that have not registered
- iv. January 2016 - completed:
 1. Online backpack registration.
 2. Online volunteer registration.
- v. Pflugerville ISD:
 1. Request the Social Worker to advertise our Event on ISD website.
 2. Dearing Elementary School:
 - a. Contact School Social Worker.
 - b. Discuss possibility to hold event at their school site.
 3. Solicit volunteers.
- f. Back Pack to School Bash-2016-Bell County-Temple, TX:
 - i. Distribution Only.
 - ii. Target an affordable housing community or Church.



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- iii. Backpacks – will provide:
 - 1. 50 filled with school supplies.
 - 2. 50 without school supplies.
- g. Fundraising Committee:
 - i. Seven committee members. Soliciting 3 more committee members.
 - ii. Each committee member to raise \$100.00.
 - iii. Requesting all Board of Directors to participate and solicit donations from family, friends or co-workers. Funds are due May 2015.
- h. Sponsors to provide fundraising for IMPACT Texas.
 - i. Goal to solicit 5 companies that will do fundraising for us.
- i. Media:
 - i. Request local newspaper to write a free article about our event.
 - 1. Community IMPACT.
 - 2. Austin American Statesman.
 - 3. KXAN.
 - 4. RBFCU-newsletter.
 - ii. Post event on Community Access Channel:
 - 1. Pflugerville and Round Rock.
- j. IRS-Tax Exempt Status.
 - i. In progress.
 - ii. Goal December 2015.
 - iii. \$850.00 filing fee.

Response: CEO continuing to complete application and is focused on completing documents by December 2015

XI. Next Board Meeting.

Response: Tentative date Thursday January 21, 2015 between 7:30 -8:30 pm.

#	Action Items: Board Meeting November 19, 2015	Due Dates: 2015 & 2016	Status:
1.	IRS 1023 application-Tax Exempt Status:	April 20 th . Revised date November – December.	Pending.
2.	Website:	Revised date November – January 2016.	In progress.
3.	Logo Design – approved to use.	TBD.	August 27 th approved to use logo design until final design is created.



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| 4. Corporation Logo for the following: <ul style="list-style-type: none">• Letterhead• Business cards• Banners | TBD. | Pending. Final logo design. |
| 5. Trademark, will file upon final logo design. | TBD. | Pending. Final logo design. Filing fee \$50.00 with the Secretary of State. Pending. |
| 6. Backpack to School Bash 2015 written report to sponsors in 2016. | January 2016. | |
| 7. Independent Contractors: <ul style="list-style-type: none">• CPA-Nonprofit• Attorney | CPA: Hire ASAP.
Attorney: TBD | CPA-Pending: Completion of IRS 1023 Tax Exempt Status form. |
| 8. Board of Directors Liability Insurance: | TBD. | Pending: IRS Tax Exempt Status. |
| 9. Committees: <ul style="list-style-type: none">• Marketing• Compliance | TBD. | Table: Until recruit more volunteers. |

XII. Adjourn. President adjourned meeting at 8:28_pm.

/:/ Melissa Turner, Secretary November 30, 2015

/:/ Stephanie A. Harris, CEO November 30, 2015