



# 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**  
Via Telephone Conference  
Thursday June 16, 2016  
7:30 – 8:30 pm

**I. Meeting call to order:**

**Response:** Meeting call to order at 7: 34pm by President.

**Roll Call: Present:** Curtis Carr, President, Melissa Turner, Secretary and CEO-Stephanie A. Harris-present.

**Guest:** Jock Collier.

**Unexcused Absence:** Blanca Rodriguez, Member-At-Large.

**II. Establish quorum:**

**Response:** Quorum was established.

**III. Additions or corrections to the agenda:**

**Response:** No additions or corrections needed.

**IV. Approve Board Meeting Minutes from March 3, 2016:**

**Response:** Curtis Carr, President moved to approve board meeting minutes from March 3, 2016. Melissa Turner, Secretary seconded the motion. President adopted motion to adopt board meeting minutes from March 3, 2016.

**V. Bylaws: \*Vote Required.**

- i. Attorney reviewed bylaws.
- ii. Amended to remove CEO access to vote to amend bylaws, and CEO cannot be removed per attorney recommendations.

**Response:** CEO cannot amend bylaws. Bylaws can only be amended by the BOD. Removed statement that CEO cannot be removed from organization. CEO will adjust the salary of the CEO which President recommended salary should be a percentage of organization profits. Vote will be completed after bylaws corrections.

**IRS application: \*Vote Required**

- iii. Application; CEO complete
- iv. Complete by September 30, 2016.
- v. To Attorney between October 3-7, 2016 for review.
- vi. Mail to IRS by October 28, 2016.

**Response:** Curtis Carr, President moved to use the 1023e IRS short tax form (approximately \$400) and Melissa Turner, Secretary seconded the motion.



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## VI. Franchise tax:

- i. To complete by July 2016 (approximately \$50)
- b. IMPACT Website ([www.impacttexas.net](http://www.impacttexas.net))
- c. Inquiring about domain name change to .org not .net.
  - i. impact-texas.org will change domain in January when current site expires.
- d. \$15.95 to change the domain.
- e. Inquiring how this will or not affect our webpage and email address.
  - i. CEO email will be changed once domain is changed.

## VII. Business Cards: \*Vote Required.

- i. Using vista print to create design.
- ii. Looking for a "Font" with more character (similar to MV Boli, in MS Word.)
- iii. Name on Card: Curtis Carr, Melissa D. Turner, NP and Stephanie A. Harris, MSSW
- iv. Board title will be under each name
- v. Cell telephone number
- vi. Still need to select type of card/texture
- vii. Purchase cost; \$100.00 including tax and shipping

**Response:** Business cards will be purchased after the domain name is changed to ensure we are advertising correct domain and email address.

Black card- Front- Logo, Name, title, PO Box, telephone number and email

Black card- Back- Organization name

Curtis Carr, President moved to use the current business card design and Melissa Turner, Secretary seconded the motion. CEO will have ultra-thick cards, BOD members will have regular thickness cards at a lesser cost. Cards will not be purchased until domain name change in January 2017.

## VIII. CEO Evaluation:

- i. \*Sent as attachment.
- ii. Board members need to individually evaluate CEO.
- iii. Scan and send to President.
- iv. President to combine scoring to determine overall score.
- v. Schedule meeting to conduct annual evaluation.

**Response:** Executive Meeting; scheduled Thursday July 14, 2016. BOD to review evaluation and complete CEO evaluation.



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## IX. Backpack Events

- a. Pflugerville: Saturday August 6, 2016 1-4 pm.
  - i. \*Flyer: Sent as an attachment.
    1. Location: Pflugerville Public Library.
- b. Temple: Saturday August 13, 2016 1 – 3 pm.
  - i. \*Flyer: Sent as an attachment.
    1. Tentatively; Wayman Manor Apartment.
- c. Online registration; completed for both sites.
- d. Testimonials-Students/Families.
- e. Surveys.
- f. President to donate Board of Directors and CEO shirt for Backpack to School Bash.
- g. Color: Black.
- h. Volunteers informed how to purchase and cost of shirts via online registration.
- i. Sponsorship Exhibits; Five confirmed One pending.

**Response:** Still speaking with sites to hold backpack event in Temple. Flyer designs look great. Online registration now open. Parents and children can present their testimonials at the event, if they chose to provide a testimonial they will indicate on backpack registration page. Jock Collier-guest volunteered to assist with photography at the backpack event. Event survey is 1 page with 5 questions to get participant feedback, recruit volunteers for future events and spread information about organization on social media.

President ordered CEO and BOD polo shirts and will pay for shirts Friday, June 17, 2016. Additional shirt orders need to be submitted and paid for by July 1, 2016.

### Backpack Donations:

- i. Need more backpacks; purchased order should arrive by June 30, 2016 (\$140- 30 purple backpacks).
- ii. Need school supplies; paper, pens, pencils, 2 pocket color folders.
- iii. Received Give a ways; toiletry packs, first aid kits and dental goody bags (Currently have enough for both backpack sites.)

## X. New Sponsors:

- i. 3 new sponsors confirmed.
- ii. 2 partnerships verbal agreement, finalizing agreements.

**Response:** Received multiple door prizes that will be distributed to parents at the Bash.

## XI. Fundraising Committee:

- i. Donations due by July 1, 2016.



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- ii. Mail to IMPACT Texas at P.O. Box 1415, Pflugerville, TX 78691

**Response:** PayPal available as well however fee deducted from each donation.

## **XII. Webmaster and Social Media Committee:**

- i. Website continuous improvements.
- ii. Updating color on pages from white to cream or gray.

## **XIII. Media:**

- i. Request local newspaper to write a free article about our event.
  - 1. Community IMPACT newspaper in Pflugerville.
  - 2. Austin American Statesman.

**Response:** Invited Pflugerville; Mayor, Chief- Police and Fire, City Manager & Secretary.

## **XIV. Announcements and Calendar Updates:**

**Response:** No updates.

## **XV. Officers Report:**

- a. President: Looking forward to August 6 event.
- b. Secretary: Kid's choice snack tray.
- c. Member-at-Large: Unexcused Absence..

**Response:** BOD to write something for newsletter.

## **XVI. Newsletter: Publish October 2016**

- a. Articles draft Due Thursday, August 11, 2016.
  - i. President Corner.
  - ii. Kids' Choice Snack – Secretary.
- b. Backpack Event report available by September 15, 2016.
  - i. Backpack Event – CEO.

## **XVII. Action items that require board vote (see below)**

**Response:** CEO will review salary requirements and will send to secretary for signature. Vote will be completed after bylaws corrections. BOD to review evaluation and complete CEO evaluation. BOD to write about organization and our impact on community for newsletter. Register to volunteer and there will be a training session.

## **VIII. Next Board Meeting:**

**Response:** Thursday, September 15, 2016 between 7:30 – 8:30 pm

**Executive Meeting: (CEO evaluation)**

**Response:** Thursday July 14, 2016 between 7:30 – 8:30 pm

## **XIX. Adjourn.**

**Response:** President adjourned meeting at 8:37 pm.