



## Meeting Minutes

Meeting Type: Board

Date: 12/3/2019

Attendees: Greg H, Pedro M, Jackie A, Angela K, Nicole M

- Jackie A:
  - Jackie has agreed to stay on the Board post her retirement, however her position on the board as secretary will need to be replaced.
  - Nicole M will be installed as secretary
  - We will need to ensure all prior Board of Directors Notes are updated and added to our website timely.
    - We will ensure that all events and distribution meeting notes are updated and added to our website as well.
    - We conferenced in Kelly R, she will notify us what notes we have and where we left off.
- Board Meetings will be scheduled minimally quarterly for the 2020 year moving forward. They will be scheduled after the new year for the entire year.
  - Calls can be via Skype/Conference call if we cannot make it in person.
- Checkbook/banking:
  - Pedro M will take over the check book and will have Greg H sign as the secondary member.
  - Nicole M and Angela K will take over ensuring the deposits are in the bank timely and accordingly.
  - Nicole M will take over monitoring the internal check registry as secretary.
  - We will need to ensure we have someone as a point of contact to collect cash at all events moving forward.
- Paperwork: All paperwork already comes to the Great River address to "USS Cares". Nicole will take over the review and organization of the paperwork appropriately.
- Donations: We will work in the new year for larger corporate sponsorship. We will contact Tammy Salas in HR as she has a background with this to point us in the right direction.