



Charitable Organization 501(c)3

Quarter 1 Board of Directors Meeting Minutes

Attendees: Greg H. Angela K., Nicole M., Pedro M.

2/3/2020

- Invited Board Member Jackie Alaimo to attend meeting, unable to attend.
- Events Updates for Q1:
 - Superbowl Boxes: Of the \$1000.00 collected, We awarded \$500.00 in cash and then spent another \$100 in gift cards (for the 1st/3rd quarters). USS Cares profited \$400.
 - Valentine's Day Sale: Our presales for our Valentines Day sales will run this week. We have 4 items for our "Candygram" that we are presenting to employees. We will sell this week and wrap next week, to be delivered by our Valentines Day Fairy (Helen C.) on Friday 2/14/2020. The profit from this event will go to USS cares directly.
 - Comedy Night: While we typically host a comedy night in March, we will look to push it off to April due to the availability of the comedy club. Distribution is currently reviewing family requests for who this event will benefit.
 - In addition we will look to do an Applebee's Dining to Donate night that same day, as both locations are in the same parking lot. Applebee's will donate 10% of the receipts for anyone who brings in our flyer to our organization.
 - Vases/Food Drive/Lucky Bucks/Recycling: As a running agenda item, these are items that we consistently run through the year.
 - Vases- Our list trip to the florist produced \$35.00 to USS Cares
 - Food Drive- We will keep a box in the breakroom all year to do an ongoing food drive. We will do a larger push around the holidays
 - Pauline continues to amaze with her Lucky Bucks/Recycling. In the 2019 year she collected over \$1500.00 that was donated to USS Cares from her efforts
 - With the addition of new staff, we have seen an increase in attendance at our Events Meetings.
- Distribution Updates
 - We are currently pending to confirm the transfer of funds from Facebook/Paypal was deposited into our bank account to cut a check to the Breast Cancer Foundation in Ruth's Honor
 - Feelers are going out for families that we can run events for in the 2020 year, including the Comedy Night and Harvest Fest.
 - We are still looking for additional events/fundraisers that can help build the USS Cares Bank account.
- Meeting Minutes
 - All Meeting Minutes for Events, Distribution and the Board of Directors that we had were given to Kelly. She has started updating the website with the records of the minutes.

- Moving forward, minutes are given to her within the week of the meeting to update accordingly and stay consistent.
- Website Updates
 - Within the past year Kelly has updated the website to completely revamp the look.
 - In addition to our timely minutes, she has added upcoming events, a direct paypal link, thank you notes/cards received and pictures of all events.
- Banking Updates
 - Chase: Nicole went to the bank to get additional members added to the account. Pedro, as a active member on the bank account, will need to physically go to the bank with each individual that we want added. At that time, we can also be given a bank card if we need to do any online transactions.
 - Venmo: It has been a discussion to obtain a Phone for USS Cares for a Venmo account. The current concerns are the cost of a phone line being added and the security of getting an account. We will do more homework on this matter and circle back to it.
- Follow Up Items/Concerns
 - By our next meeting, we will re-read our original by laws to ensure that we are meeting quorum for our organization.
 - Additionally we will review voting rules with the intent on adding two new board members to ensure we are meeting our set standards.
 - We are going to continue to discuss holding a specific event (Yard Sale maybe?) to raise money to purchase refurbished vending machines for the USS break room. We will find a reputable company with a service contract to maintain the machines and volunteers to fill the machines weekly. The funding from these machines would go towards the USS cares funds.
 - We will follow up with Jackie A. about the existing Vending Machine folks, as they typically provide a check from a percentage of sales to us quarterly. Last deposit was from 11/8/2019 in the amount of \$343.79.
 - We spoke about retaining a percentage, ranging from 5-10%, from events to continue to fund the USS Cares account. We have found in the past few years our funds have been extremely low where we are not in a position to help families as we'd like. This retainer would be for organizational costs for events and International "discretionary" donations.
 - We have determined we'd like to build up a capitalization of minimally \$2500.00, and not fall below that amount for operating costs.
 - However, we would like to build and maintain a capital base of \$5000.00