

## **JM4C Board Meeting Minutes**

**January 13, 2020 12:00 to 1:00 pm**

**Present:** Erin Davis (staff), Lonnie Brigham Jr. (Chair), Carrie Kulinski (Secretary), Mark Bumpus, Amanda Suarez, Jay Williams, Kaitlyn Hathorn (Treasure), Laurie Treptow, Maggie Darr (City of Janesville), Xandi Finn (staff) and Chad Sullivan.

The meeting was called to order by President Lonnie Brigham Jr. at 12:00 pm

**1. Welcome:** President Brigham welcomed fellow board members. Introductions were made.

**2. Recruitment:** Maggie Darr from the City of Janesville offered to have the city help with the recruitment piece for the coalition. With the change, a JM4C perspective board or committee member would go to the City of Janesville website and fill out a volunteer application to serve on a city committee. Maggie would then send all applications on to Erin and the JM4C board would vote as our usual process. The process would be more streamlined and would offer a greater pool of applicants to choose from. The city would also offer trainings for committee/ board members. The change would begin in the year 2021, which would add another 6 months to each board members current term. The board had no concerns and thought this would be a good move.

**Open Meetings/ Open Records:** Open meetings law require all meetings of all state and local governmental bodies be publicly held in places reasonably accessible to members of the public and open to all citizens at all times unless otherwise expressly provided by law. Because JM4C is a department of the City of Janesville, we must follow the open meetings/open records law. Guidelines that must be followed are:

- Public notice of all meetings (at least 24 hours in advance)
- Only items on the agenda can be discussed

- Meetings open and accessible to the public
- Meeting agendas must be posted publically
- Meeting minutes posted on website
- Board members not discussing business outside of a meeting
- Emails are public and could be considered a meeting
- Our records belong to the public

The board discussed having our own board email so our personal email accounts could not be accessed. Personal notes taken of agendas or JM4C drafts are not public.

**Next Steps:** Maggie from the City of Janesville will schedule a training for the board/ coalition to attend to learn more about the requirements to make sure we follow the law.

- 3. Minutes & Finance:** December 9, 2019 Board minutes were reviewed. No changes. Jay Williams moved to accept the minutes, Second by Chad Sullivan  
**Motion passes**

December Financials reviewed with no concerns. Motion by Mark Bumpus to accept December Financials report. Second by Carrie Kulinski **Motion passes**

- 4. Incentive Funds:** JM4C received \$2400 from the South Wisconsin Alliance for youth through an incentive grant. This money could go into saving, checking or our CD. Motion made by Chad Sullivan to place money in our CD. Second by Mark Bumpus. **Motion Passes.**

- 5. Debit Card:** Xandi would like to obtain a BCCU Debit card to purchase the needed supplies for upcoming events and Prevention in the Park activities. Motion made by Mark Bumpus for Xandi to have her own BCCU debit card. Second by Kaitlyn Hathorn. **Motion passes.**

6. **Move:** Target date for JM4C offices to move to the Hedberg Library is April 30<sup>th</sup>. Erin had left a message for the Parker Place building manager informing her of the move date and the need for a rent extension. Erin has not heard back from the building manager as of today's date. Erin will pay our extended rent from our BBCU nonprofit account and will be reimbursed from the city account since we do not know how much rent will be with the added extension months.
  
7. **Logos:** six logos were passed out. JM4C can use any of the logos from the designer. These logos are just another tool we can use in our marketing materials etc. Motion to approve attached logos was made by Lonnie Brigham Jr. Second by Chad Sullivan. **Motion Passes**
  
8. **Policy and Procedure Manual:** Erin passed out the updated Policy and Procedures folders to board members. Board members signed the Conflict of Interest Policy and handed it into Erin.
  
9. **Announcements:** Mark Bumpus reminded the group that there will be a LEGO show at the Hedberg Library on Saturday January 25<sup>th</sup> from 11-3.
  
10. **Adjourn:** Motion made by Chad Sullivan, second by Carrie Kulinski. Motion passes. Meeting adjourned at 12:55 pm.

Minutes prepared by Carrie Kulinski, JM4C Secretary.

Signed  date 3/9/20