

## JM4C Board Meeting Minutes

November 9, 2020, at Noon

Janesville Mobilizing 4 Change

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/685088677>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 685-088-677

**Present:** Erin Davis (staff), Lonnie Brigham Jr. (Chair), Carrie Kulinski (Secretary), Mark Bumpus, Jay Williams, Kaitlyn Hathorn (Treasure), Billy Bob Grahn (Vice President), Erin Bleicher, and Amanda Suarez

The meeting was called to order by Erin Davis at 12:00 pm

**1. Welcome and ice breaker:** Erin Davis welcomed board members. Each board member discussed something fun they did over the weekend.

**2. Approval of Minutes:**

September 14<sup>th</sup> Board Meeting minutes: were reviewed. No changes.

**Motion by Billy Bob Grahn, Second by Lonnie Brigham Jr. Motion passes**

September 17<sup>th</sup> Coalition meeting minutes: reviewed, no changes. **Motion by Carrie Kulinski, second by Kaitlyn Hathorn. Motion passes**

October 15<sup>th</sup> Coalition meeting minutes: reviewed with no changes. **Motion by Lonnie Brigham Jr. Second by Mark Bumpus. Motion passes.**

**2. Approval of Finance Report:** Erin Davis presented the September and October 2020 financial reports. Grant budgets and bank statements were reviewed. No concerns at this time. **Motion by Lonnie Brigham Jr. to accept the September financial report. Second by Mark Bumpus. Motion Passes. Motion by Carrie Kulinski to accept the October financial report. Second by Jay Williams. Motion passes.**

- 3. Update Policies & Procedures:** Erin Davis presented the following policies and procedures and were reviewed by the board.

Erin wrote a wrote a policy review schedule to be used by the board for the next policy review date. **Lonnie Brigham Jr. made a motion to accept the policy review schedule as presented. Second by Mark Bumpus. Motion passes.**

**a. Required updates**

- i. Capitalization: Motion by Jay Williams. Second by Lonnie Brigham Jr. Motion passes.**
- ii. Drug Free Workplace: Motion by Billy Bob Grahn. Second by Jay Williams. Motion passes.**
- iii. Media Release Form: Motion by Mark Bumpus. Second by Amanda Suarez. Motion passes.**
- iv. Staff Professional Development & Travel: Motion by Amanda Suarez. Second by Lonnie Brigham Jr. Motion passes.**
- v. Staff Supervision & Development: Motion by Lonnie Brigham Jr. Second Carrie Kulinski. Motion passes.**

**b. Optional:**

- i. Bylaws: Motion by Jay Williams. Second by Lonnie Brigham Jr. Motion passes.**
- ii. Joint Venture: Motion by Lonnie Brigham Jr. Second by Jay Williams. Motion passes.**
- iii. Non-Discrimination: Motion by Jay Williams. Second by Kaitlyn Hathorn. Motion passes.**
- iv. Procurement: Motion by Amanda Suarez. Second by Carrie Kulinski. Motion passes.**
- v. Referral to Community Service Providers: Motion by Jay Williams. Second by Lonnie Brigham Jr. Motion passes.**
- vi. Service Records: Motion by Lonnie Brigham Jr. Second by Billy Bob Grahn. Motion passes.**

**vii. Whistleblower: Motion by Carrie Kulinski. Second by Mark Bumpus. Motion passes.**

**b. Adjourn: Motion by Lonnie Brigham Jr. Second by Amanda Suarez.  
Meeting closed at 12:57.**

Next Coalition Meeting **November 19, 2020** at Noon  
Next Board Meeting **January 11, 2021** at Noon

A handwritten signature in black ink that reads "Cris Davis". The signature is written in a cursive style with a large, stylized "C" and "D".

2/25/21