



Meeting Minutes
Young Professionals of Martin County
July Board Meeting
July 3, 2018

Present: Morgan Murphy, Justin Madigan, Julian Maiucci, Candace Callahan, Amie Smith, Kevin Burn, Jessica Allman, Brian Ake, Msebenzi Masado, Phil DeBeard (phoned-in)

Absent: Jessica Grassi

Call to Order: 5:36pm **Moved: Justin Madigan** **2nd: Jessica Allman**

Approval of May's Meeting Minutes: **Moved: Julian Maiucci** **2nd: Kevin Burn**

Approval of June's Meeting Minutes: **Moved: Jessica Allman** **2nd: Julian Maiucci**

Business:

- President's Remarks
- **Budget and Fundraising Committee:**
 - Financial Statements – Jessica reviewed balance sheet (over \$14K in bank) and income statement:
 - Coffee & Connect – Jessica has question on Candace's recap and **will check reconciliation sheet to go over after meeting**
 - Candace had question on Petty Cash, **will discuss with Jessica after meeting**
 - Sponsorships and Memberships have risen since last month
 - We are up over \$3,000 from this time last year
 - Kevin questioned why we are \$3K ahead of last year – Jessica answered: thanks to more memberships and sponsorships
 - Post office box annual fee of \$120 was paid
 - Table cloth was purchased for \$129
 - Letter from Lawyer on Sales Tax Issue (Update) – Phil did some research and in his opinion it is not favorable towards us, according to Phil we need to collect sales tax on everything because we are not a charitable organization in the state of Florida's eyes because we are a professional organization and it is for our collected benefit not the benefit of children for example. Phil is still looking further into the sales tax issue. Kevin asks what is the next step if we do have to pay tax? **Phil is going to look into further.** Msebenzi mentions that we previously voted to earmark \$500 and 10% of our income incase we need to pay back taxes. Jessica says we would only be liable for 3 or 5 years of back taxes.

- Sponsorship of the HSTC Pup Crawl – Julian and Brian thinks it will be good exposure for YP. Candace goes over where all YPMC logo is going to be on. Kevin motions to approve \$250 and 2nd by Aimee Smith. Yays: All but Benzi (nay)
- Budget Request - Brand Items Brian goes over items: banner, banner stand, name tags for total of \$230, Motion Jessica, 2nd Kevin, All in Favor.
- Spending Processes – Msebenzi reviews who can spend: Executive Director can spend with debit card \$100 maximum but has to let both the Treasurer and President know. Checks are signed by President and Secretary. Suggestions to raise threshold for debit card. No motion made. Committees still need to Send budgets to Jessica. Candace created budget request form that Jessica will send out to help with the process.
- **Networking Committee:**
 - Update on CRM – Kevin goes over what he discussed with Jennifer Wiggins to see if we could integrate into website when she came across issue with website.
 - Membership Report – People still just want to pay as they go instead of paying \$75 membership fee upfront. Justin suggests we need to up-sell our Perks more. Kevin and Candace report that 25% of members are not renewing but we are getting enough new members to make up for that. 50% of events are free for members. Julian says we need to get more perks. Brian agrees. Push Perk cards.
- **Communication Committee:**
 - Website Security – Our website has been hacked. Asian characters on our website. No viruses and it is still safe because they are redirecting to PayPal. Clear SEM would offer daily updates through server system. Candace suggests having Jennifer Higgins host our website and maintain it. Msebenzi suggests having “Managed by: Clear SEM” at the bottom of the website in exchange for free hosting and maintaining.
 - Msebenzi tasked the Communication Committee with creating a contract with Jennifer Wiggins that will be beneficial to both YP and Clear SEM.
 - Motion: Jennifer and Clear SEM to host and maintain and arrangement, 1st Benzi and 2nd: Brian, All in Favor
 - Brand Items – Shirts for members? Julian suggests polo shirts for members to buy to wear around town for exposure. Candace has vendor that has online store to do this. Amiee thinks it’s a good perk to have. Msebenzi suggests someone putting together a proposal to present to the board at future meeting. Morgan suggests shirts given to members who volunteer as an incentive and because we want them representing us at volunteering events. Brian suggests getting someone to sponsor the shirts with their logo on them as well to help pay for. Candace and Kevin will work on proposal together to present to board at next meeting.
- **Outreach Committee:**
 - Volunteerism – Policy Review – [Table until Amy Snow is here]
 - Recap on Previous events
 - YPMC Coffee and Connect at Engel & Völkers – Candace says we had some new faces and thanked Msebenzi for hosting. Msebenzi mentioned that they wanted list of attendees and Candace said she gets asked that all the time but does not believe we should share our list out of respect to our members.
 - YPMC Mix and Mingle Mondo’s – Great turnout and new attendees and new sponsors!
 - Upcoming Events
 - South Fork Table – 7/12 – Candace talked about fundraiser for Kiwanis that Amy has been working on.

- Jessica Allman and Candace will meet after board meeting to check reconciliation sheet and Petty Cash
- Phil is going to look further into sales tax issue and report back to the board.
- Committee Chairs still need to send budgets to Treasurer, Candace created budget request form that Jessica will send out to all to help with the process.
- Networking Committee needs to reach out to companies to get more Member Perks.
- Kevin and Communications Committee need to give access to Jennifer Wiggins to move website to her server and create contract with Clear SEM.
- Candace and Kevin will work on shirt proposal together to present to board at next meeting.
- Jessica will find out when we need to renew current insurance policy, renew it before due date and will come back to next board meeting with changes that need to be made for future policy.
- Candace will reach out to Team Parks to sponsorship Martin County Futures Luncheon again this year.
- Brian will finish writing up the details of BDB Mentorship Program for next board meeting.
- Kevin and Phil will write a policy on accepting or declining membership and sponsorship from political and special interest groups.

Recorded Votes

1. **Vote to approve Sponsorship of the HSTC Pup Crawl for \$250 - Motioned by Kevin Burn, 2nd by Amiee Smith**
 Yays: Morgan, Justin, Julian, Candace, Amie, Kevin Burn, Jessica A., Brian, Phil
 Nays: Msebenzi Masado
 Result: Approved by majority
2. **Vote to approve Budget Requests for branded items including: horizontal banner, vertical banner stand and name tags for total of \$230, Motion Jessica, 2nd Kevin, All in Favor.** Result: Unanimously Approved
3. **Vote to approve having Jennifer Wiggins and Clear SEM host and maintain YPMC website and communication committee will come up with fair arrangement that the board will vote on: 1st Benzi and 2nd: Brian, All in Favor, Result: Unanimously Approved**
4. **Vote to approve Summer Bash budget of \$1,500 upfront: Motioned by Jessica Allman, 2nd by Brian Ake.**
 Yays: Morgan, Justin, Julian, Candace, Amie, Kevin Burn, Jessica A., Brian
 Nays: Msebenzi Masado
 Absent: Phil
 Result: Approved by majority
5. **Vote to approve \$750 budget request for deposit to book venue (IRSC Wolfe Center) for Martin County Futures Luncheon Motioned by Jessica Allman, 2nd by Candace, All in favor.** Result: Unanimously Approved
6. **Vote to have Kevin and Phil write a policy on accepting membership and sponsorship from Political or Special Interest Groups. Motioned by Morgan, 2nd: Benzi, All in Favor**
 Result: Unanimously Approved

End of Meetings: time: 7:19pm **Moved:** Brian Ake **2nd:** Kevin Burn

Next Meeting: August 7th 8t 5:30pm at ETS Power Group, 3321 SE Gran Parkway, Stuart