



Meeting Minutes Young Professionals of Martin County February 12, 2019 Board Meeting

Present: Kevin Burn, Amy Snow, Morgan Murphy, Julian Maiucci, Justin Madigan, Brian Ake, Candace Callahan, Sam Bruning, Courtney Buckel, Michelle Miller, Spencer Perna, Jessica Grassi, Jessica Allman, Megan Petroff

Absent: Phil DeBeard

Call to Order Board Meeting: 5:35pm **Moved: Kevin Burn** **2nd: Morgan Murphy**

Approval of January's Meeting Minutes: Moved: Candace Callahan, 2nd: Sam Bruning

- Reviewed Previous Minutes Action Items:
 - Committee chairs provided rosters of committee members which were consolidated.
 - **Sam Bruning and Brian Ake still need to draft YPMC Giving Policy.**
 - Phil is absent for Robert's rules discussion, Kevin proposes motion to create policy in regards to board voting via emails on an emergency basis, policy will be reviewed at voting on at next board meeting. **1st: Sam Bruning, 2nd: Morgan, All in Favor.**
 - Kevin says that according to Robert's rules of order, a quorum is established when the majority of board members are present, Kevin proposes motion to define majority as 50% + 1. **1st: Sam Bruning, 2nd: Jessica Grassi, All in Favor.**
 - Deposit was paid to Clear SEM Solutions who has started developing new YP website.

Business:

- **President / Admin**
 - Delineation of what is committee business vs board business. Board – shaping policy
 - Board Member expectations: Be On Time, Be Engaged, Be Courteous to your fellow board members and their time, pull your own weight, if you can't please speak up.
 - Discussion of what is considered an acceptable candidate for board membership
 - Have to be a paid active (attend at least half of the events) YP member before being a committee member
 - Must go through a 90 day probationary period as a committee member before becoming a board member
 - Committee Chair can make exceptions
 - **Action Item: Justin, Amy, Sam and Kevin agree to write options to create a policy on considering committee and board member candidates to be voted on at next board meeting.**
 - Discussion of Dropbox vs Google Drive
 - Secretary is having to move items from Dropbox to Google Drive to free up room, board either needs to approve for a paid Dropbox account (\$12.50 per

user (3 user minimum) per month = \$450 per year (for 3 TB of storage) OR transfer everything to Google Drive for free. Jessica Allman presents to the board that she uses Google Drive every day at work and it works just like Dropbox to where you can share specific folders or files and has a 15GB limit, current Dropbox is only 2GB. Candace asks that we wait to make the move to Google Drive once the new website is finished so we can integrate.

- Discussion on Name Tags for Board Members
 - **Motion to give 90-day probationary period before ordering a nametag for new board members and each board member is responsible for the cost of future additional nametags, approximately \$7 each. 1st Amy, 2nd Candace, All in Favor**

➤ **Communication Committee:**

- Clear SEM Solutions received deposit and has become new website development

➤ **Networking/ Membership Committee:**

- Amy says everything is running smoothly
- Candace asks that Amy reply to her emails regarding new members to confirm that she has received them and followed up.

➤ **Professional Enrichment Committee:**

- Sam gives recap of Executive Round Table event on February 12th
- Next event is May 14th

➤ **Outreach Committee:**

- Candace says everything is running smoothly

➤ **Legislative Committee:**

- Phil absent to give report.

➤ **Rules Committee:**

- Special Votes via email / Robert's Rule:
 - Motion was approved at the beginning of this meeting to create policy in regards to board voting via emails on an emergency basis; policy will be reviewed at voting on at next board meeting.
- What Constitutes Quorum
 - Motion was approved at the beginning of this meeting that a quorum is established when the majority of board members are present, the majority being 50% + 1.
- **Action Item: Secretary will compile all approved policy from previous minutes into Manuel for current board members and will continue to add for future board members.**

➤ **Budget and Fundraising Committee:**

- Sales Tax Issue
 - Jessica Allman and Kevin called the state, Morgan asked her work CRI CPAs, and they both said that YPMC has to pay tax on event admission sales but Angela Hoffman with the Hobe Sound Chamber said that they do not pay sales tax on event admissions.

- Kevin proposes motions to seek out advice from multiple local CPAs to get multiple opinions relative to sales tax matter, 1st: Jessica Allman, 2nd: Candace, All in Favor.
- Kevin proposes motions to request bids from three different local CPAs, one of which shall be CRI, to have them prepare YPMC's 990 with a budget of up to \$500/year, because Jessica Allman while she is comfortable with preparing it herself, future Treasurers may not be. 1st Jessica Allman, 2nd Amy Snow, All in Favor.
 - Action Item: Jessica will seek out bids and advice from at least 3 Accountants / CPA firms.
- Spending Policy
 - Kevin proposes motion to approve the following policy: All checks under \$500 shall only require one signature. Debit card spending shall be a privilege afforded to the Executive Director and the President. Spending on debit card shall be limited to no more than \$500. All items greater than \$500, shall be paid via check with two signatures (President, Executive Director, Treasurer, Vice President). Anything less than \$100 expenditure does not require board approval. Anything greater than \$100 expenditure requires board approval, via vote or budget. 1st Brian Ake, 2nd Jessica Allman, (Abstains: Julian) Yays: Amy Snow, Morgan Murphy, Justin Madigan, Candace Callahan, Sam Bruning, Courtney Buckel, Michelle Miller, Spencer Perna, Jessica Grassi, Jessica Allman, Megan Petroff.
- Bank Account
 - Kevin motions to approve the following policy: A second bank checking account shall be opened for YPMC, with the same signers as the operating account. This account shall serve as a reserve. It is the recommendation that operating account contain no more than \$5,000 balance at any given time. 1st: Jessica Allman, 2nd: Michelle Miller, All in Favor.
 - Action Item: Jessica and Kevin will work on second bank account setup.
- Budget / Key Performance Indicator Report
 - Kevin goes over profit and loss report from last year (Jan-Dec 2018) to illustrate how much each committee chair raised and how much they spend to serve as a guide towards building a budget for the rest of 2019.
 - Jessica Allman motions for committee chairs to have any additions to the budget submitted to her by deadline of April 1st, 2nd by Megan.
 - Action Item: Jessica will also create 2017 profit and lost report to compare with 2018 and calculate the percentage increase to help build future budgets.
 - Jessica goes over Balance Sheet as of December 31, 2018 and Income Statement for January 2019.

End of Meetings: time: 7:03pm **Moved:** Candace Callahan **2nd:** Sam Bruning

Action Items:

- Sam Bruning and Brian Ake will draft YPMC Giving Policy.
- Justin, Amy, Sam and Kevin agree to write options to create a policy on considering committee and board member candidates to be voted on at next board meeting.

- Secretary will compile all approved policy from previous minutes into Manual for current board members and will continue to add for future board members.
- Jessica will seek out bids and advice from at least 3 Accountants / CPA firms.
- Jessica and Kevin will work on getting second bank account setup.
- Committee chairs needs to send Jessica Allman requests for additions to the proposed budget by April 1, 2019.
- Jessica Allman will create 2017 profit and lost report to compare with 2018 and calculate the percentage increase.

Recorded Votes

1. Kevin proposes motions to create policy in regards to board voting via emails on an emergency basis; policy will be reviewed at voting on at next board meeting. 1st: Sam Bruning, 2nd: Morgan, All in Favor, Unanimously Approved.
2. Kevin proposes motion to define majority as 50% + 1. 1st: Sam Bruning, 2nd: Jessica Grassi, All in Favor, Unanimously Approved.
3. Motion to give 90-day probationary period before ordering a nametag for new board members and each board member is responsible for the cost of future additional nametags, approximately \$7 each. 1st Amy, 2nd Candace, All in Favor, Unanimously Approved.
4. Kevin proposes motions to seek out advice from multiple local CPAs to get multiple opinions relative to sales tax matter, 1st: Jessica Allman, 2nd: Candace, All in Favor, Unanimously Approved.
5. Kevin proposes motions to request bids from three different local CPAs, one of which shall be CRI, to have them prepare YPMC's 990 with a budget of up to \$500/year, 1st Jessica Allman, 2nd Amy Snow, All in Favor, Unanimously Approved.
6. Kevin proposes motion to approve the following Spending Policy: All checks under \$500 shall only require one signature. Debit card spending shall be a privilege afforded to the Executive Director and the President. Spending on debit card shall be limited to no more than \$500. All items greater than \$500, shall be paid via check with two signatures (President, Executive Director, Treasurer, Vice President). Anything less than \$100 expenditure does not require board approval. Anything greater than \$100 expenditure requires board approval, via vote or budget. 1st Brian Ake, 2nd Jessica Allman, (Abstains: Julian) Yays: Amy Snow, Morgan Murphy, Justin Madigan, Candace Callahan, Sam Bruning, Courtney Buckel, Michelle Miller, Spencer Perna, Jessica Grassi, Jessica Allman, Megan Petroff. Approved by Majority.
7. Kevin motions to approve the following bank policy: A second bank checking account shall be opened for YPMC, with the same signers as the operating account. This account shall serve as a reserve. It is the recommendation that operating account contain no more than \$5,000 balance at any given time. 1st: Jessica Allman, 2nd: Michelle Miller, All in Favor, Unanimously Approved.

Next Meeting: Tuesday, March 12, 2019 at 5:30pm; Location: Children's Council of Martin County, 101 SE Central Parkway, Stuart