



Meeting Minutes Young Professionals of Martin County July 9, 2019 Meeting

Present: Kevin Burn, Morgan Murphy, Justin Madigan, Candace Callahan, Sam Bruning, Amy Snow, Megan Petroff, Jessica Grassi, Spencer Perna, Phil DeBeard (via phone), Michelle Miller, Courtney Buckel

Absent: Jessica Allman, Julian Maiucci, Brian Ake

Call to Order Board Meeting: 5:35pm **Moved:** Michelle **2nd:** Spencer

Approval of June's Meeting Minutes: **Moved:** Sam , **2nd:** Spencer

President/Admin.

- Website development
 - Stripe and Merchant Issue

Kevin discusses issue that Jessica (Treasurer) was having with Stripe (our new merchant processor) integrating with QuickBooks. To make a long story short, after many calls to Quickbooks and Stripe, Kevin and Jessica sorted things out and the Stripe deposit of the following amounts will be refunded to the YPMC bank account:

- 1) \$419.64
 - 2) \$58.75
 - 3) \$192.87
 - 4) \$239.69
 - 5) \$103.08
 - 6) \$34.36
 - 7) \$51.54
 - 8) \$4.55
 - 9) \$909.88
 - 10) It has not hit the account yet, but \$282.72, is expected to hit in the next day or so, by virtue of a file, that Jess was able to see through the Stripe platform.
- Total: \$2,297.08.

- **Action Item: Sam will help audit the bank statements**
- Insurance Issue
 - Was due today for Summer Bash event and Kevin took care of immediately
- Board Meeting Attendance
 - Kevin and Morgan reviewed bylaws which supersede policies, that say board members have to attending at least 50% of board meetings so therefore the people who have missed 3 to 4 meetings are not in violation

	Morgan	Kevin	Amy	Candace	Jessica A.	Jessica G.	Sam	Brian	Julian	Justin	Spencer	Megan	Courtney	Phil	Michelle
Jan	1	1	1	1	0	0	1	1	1	1	1	1	1	1	1
Feb	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Mar	1	1	0	1	1	0	1	1	1	1	1	0	1	0	0
Apr	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1
May	1	1	1	1	1	1	1	1	1	1	0	1	1	0	0
June	1	1	1	1	0	1	1	1	1	1	1	1	0	0	0
July	1	1	1	1	0	1	1	0	0	1	1	1	1	1	1

Communication Committee

- Website – Candace said that they are working through kinks after launch on June 17th

Networking/Membership Committee

- Website – Amy is reaching out to renewals that do not have email addresses
- Budget for T-shirts, Morgan checked the minutes and recording from September 2018 meeting which stated that we voted on \$6 per T-shirt so we need to amend to \$10 per t-shirt
- Amy motions to amend \$20 setup fee, all new and renewing members since the \$90 membership increase on July 1st, 2nd Sam, All in Favor

Professional Enrichment Committee

- Giving Policy – [Tabled til Oct or Nov meeting / Action Item: Sam will have Phil review wording)
- Discussion with Phil regarding Tuition Reimbursement Policy
- Tuition Reimbursement Policy

Outreach Committee

- Increase in Budget for event – no increase needed.
- Palm City Business Before Hours tomorrow at Edward Jones - \$250 spend to vote motion: Michelle, 2nd: Megan, All in Favor
- Summer Bash is moving along nicely and just posted social media ads
- Starting to plan Holiday Party

Legislative Committee

- None

Spencer is leaving at this point

Rules Committee

- Google Drive – Morgan will reach out to Alex and Jennifer Wiggins website integration.
- Policy Manual – Morgan emailed to everyone (no current updates)

Budget and Fundraising Committee

- No financials because of issues with Quickbooks but will email to everyone next week

Ad Hoc Committee

- 1099 is good by CPA – cannot be a board member and cannot be officer of organization, etc
- Discussion / Vote on Comp for Executive Director – will not go forward until Ad Hoc writes up guidelines
 - Sam reads proposal:

“The ad hoc committee created to redefine the role and compensation of the Executive Director for the Young Professionals of Martin County (YPMC) proposes the following structure for the compensation package:

 - *Contracted compensation equal to 25% of the prior year-end’s liquid assets in the operating account. Any savings accounts will not be included in this calculation. Compensation will be paid monthly. Monthly payments will be made to the executive director equal to 2.08% of the prior year end’s liquid assets in the operating account.*
 - *Incentive compensation will be offered for new and returning corporate sponsorships. The following percentages apply based on level and new/returning status:*
 - *Corporate Sponsor - \$1,500*
 - *New Sponsor – 25%*
 - *Returning Sponsor – 15%*
 - *Corporate Partner - \$500 (501c3 rate \$250)*
 - *New Sponsor – 15%*
 - *Returning Sponsor – 10%*
 - *Professional Membership - \$250*
 - *New Sponsor – 10%*
 - *Returning Sponsor – 5%*
 - *Signature Event Sponsorships – varies*
 - *First Time Sponsor – 15%*
 - *Returning Sponsor – 10%*

The ad hoc committee submits these recommendations to the YPMC Board of Directors on Tuesday, July 9th, 2019.”

 - Amy wants us to vote on the dollar figures to be paid retroactively
 - Amy motions to vote a spend on dollar figures (\$6,000 annually / \$500 a month)
 - Proxy votes from Brian Ake, Spencer, Julian: yays
 - 2nd Courtney, All in Favor but Phil who is abstaining
 - Kevin asks Phil to discuss modifying the bylaws minimally to allow for compensation
 - Action Item: Committee needs to create internal policy that the executive director has to follow by, Candace gave an updated job description to help create
 - Tabled until Ad Hoc committee can draft and email vote 1 ½ weeks

- Action Item: Phil and Kevin will work on amending bylaws and look back at bylaws language when Amber Ducote was paid as Executive Director.
- Discussion of Amendment to By Laws – how to amend, there is a process to do so with a ballot send out with 50% of the membership to send back
 - Amendments to bylaw have to be brought to YP membership by ballot – itemized
 - But Candace mentions that membership emails typically have only a 23% average open rate so board accepts suggestion to conduct voting at Summer Bash member sign in table. Ballots have to be given 2 weeks’ written notice so Kevin and Phil will work on verbiage for Email blast to be written notice and will check with Robert’s rules of order to see if votes have to be within a certain amount of time to be accepted.

Candace hands out an opportunity for an office space for YPMC that the Executive Director can work out of at no cost in exchange for free marketing with YP, YPMC can also use their board room for meetings and events, but only while Candace is the Executive Director.

Email from Anthony to Candace: “901 hub member co-working options and benefits:

1. **Private Office** as per our walk thru. Heather, a 901 hub member, will complete a furniture layout and send over for your approval. A lease will be excuted for 1 year at an annual rent of \$1.00.
2. **Mailboxes** for all YPMC members. Our mailbox capacity is ONLY 240 letter sizes at 901 SE Johnson Ave location therefore maybe YPMC can share mailboxes. I understand you have over 100 members but not all will need a mailbox. Please let me know a ball park number so I can order. The mailboxes come in gangs of 60 mailboxes. Mailboxes are \$150/month for all 901 hub members, this includes 9-5 front office services. YPMC members price will be based on local yearly PO Box prices and/or how many members share a mailbox, 9-5 front office services will also be included.
3. **Classroom** hours are available for all 901 hub members and rates range from hourly rate, school curriculum educational classes per course (Instructor determines fee), guest speakers seminar maximum seats 50 guests. A calendar is available for all bookings.
4. **Recording Studio** is available for all 901 hub members and rates are handled by a third party company who manages the studio. Studio occupancy is scheduled for September 1, 2019.
5. **Meetings & Conference Rooms** are included fro all 901 members and will be managed by 901 General Manager.
6. **Special Event Venue Space aka “Four Walls”** is listed on 901hub.com. Interior & Exterior “Four Walls” venue spaces are available, ranging from 12 to 50 interior guests to 250 exterior guests. Attached is an exterior venue map for our July 27, 2019 House of Hope Fundraiser Event.
7. Each YPMC members will be listed as 901 hub members.
8. YPMC and 901 hub will cross market via social media and website links”

Candace’s proposal:

What YPMC will give 901 Hub in exchange:

- Profile on Online Member Directory
- Logo displayed on each YPMC e-blast
- Sponsor Spotlight e-blast

- Logo with Hyperlink on Homepage and Sponsor YPMC website
- Job Postings on Job Board
- Logo on Sponsor Banner
- Shout out and recognition at each YPMC event
- Opportunity to host monthly 2020 'Coffee & Connects'

The benefits of having an office for YPMC:

- Storage Space for YPMC items
- Ability to have YPMC (sponsor, member, prospects) meetings in an appropriate space
- Flexible work hours for Executive Director
- Space for monthly board meetings
- Ability to offer more benefits to our sponsors and members
- Ability to have joint working space for Board of Directors
- Increase our accessibility to the community and our membership
- Closer to post office and bank
- All this equals the Executive Director's happiness and sanity, and allows for a better, more efficient work environment

Candace's proposed budget request for office space: Office Printer (\$79.99), Desk (\$199.99), Chair (\$79.99), Two Additional Workstations (\$110.00), Two Chair for Workstations (\$39.99), Misc Office Supplies (\$150), AT&T Internet (\$60), Keyboard accessory for Ipad (\$34.95) = \$904.90 [Tabled]

End of Meetings: Time: 7:51pm **Moved:** Sam **2nd:** Amy

Action Items:

- Sam will help audit YPMC bank statements
- Sam will have Phil review wording of Giving Policy
- Morgan will reach out to Alex and Jennifer Wiggins regarding website integration with either Dropbox or Google Drive.
- Ad Hoc Committee needs to create internal policy that the executive director has to follow by
- Phil and Kevin will work on amending bylaws and look back at bylaws language when Amber Ducote was paid as Executive Director.
- Kevin and Phil will work on verbiage for Email blast to give written notice of Bylaw changes and will check with Robert's rules of order to see if votes have to be within a certain amount of time to be accepted.

Recorded Votes

- **Motion:** To amend T-shirt budget to \$10 per shirt with \$20 initial setup fee, shirts for all new and renewing members since the \$90 membership increase on July 1st. Amy 1st, Sam 2nd, All in Favor, Unanimously Approved.

- **Motion:** To approve budget spend of \$250 for Palm City Business Before Hours at Edward Jones - \$250 spend to vote motion: 1st: Michelle, 2nd: Megan, All in Favor, Unanimously Approved.
- **Motion:** To vote a dollar figure for Executive Director compensation of \$6,000 annually / \$500 a month, 1st Amy, 2nd Courtney, Proxy Votes from Brian Ake, Spencer & Julian: Yays, All in Favor but Phil who is abstaining, Approved by Majority.

Next Meeting: Tuesday, August 13th, 2019 at 5:30pm; Location: Red Hawk Fire & Security, 3150 SW 42nd Ave, Palm City, FL 34990