



## Board of Directors Meeting Minutes

January 3, 2025

### Board Members:

**Present:** Zach Daudert, Josh Theberge, Gary Schillinger

**Absent:** None

**Quorum present?** Yes

**Others Present:** None

**Exec. Director:** None

**Other:** None

### Proceedings:

Meeting called to order at 6:00pm

Introductions were made between the attendees.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that July 2024 meeting minutes were approved.

1. Presentation of initial website at [www.togetherwevan.org](http://www.togetherwevan.org).
  - a. *Reviewed website and questionnaire*

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that edits would be made to the website and questionnaire.

2. Notification of approval of non-profit status by IRS for 501(c)(3) status. IRS approval (letter 947) dated 9/4/2024, now on our Google Drive.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that Josh Theberge completed this assignment.

3. Review draft executive director job description ([link](#)). Discuss plans and funding and timing.
  - a. This topic was discussed.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that no action be taken at this time.

4. Update on establishment of bank account.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that Josh Theberge completed this assignment.

5. Authorize IRS tax report (Form 990-N)

- a. Due: 15th day of the 5th month following the end of the fiscal year (extendable for 6 additional months)
- b. Gross Receipts Thresholds, to File,
  - i. Gross receipts normally  $\leq$  \$50,000, 990-N,
    1. [Instructions](#)
    2. [Filing link](#)
  - ii. Gross receipts  $<$  \$200,000 990-EZ
  - iii. and Total assets  $<$  \$500,000, or 990,
  - iv. Gross receipts  $\geq$  \$200,000 or Total assets  $\geq$  \$500,000 990

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that TWV set a calendar reminder to file 990-N on January 15, 2025. Nominated Zach Daudert to file.

6. Discuss board members search to expand the board. Discuss qualifications and individuals to potentially recruit.

- a. Potential prospects discussed:
  - i. *Scott Watson*
  - ii. *Cheri Ducherow*
  - iii. *Kristin Schillinger*
  - iv. *Alex Gordon (Palmer)*

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that TWV will wait to reach out to these and other prospects at Peace Love & Vans in March 2025.

7. Mechanism for enabling donations through our website.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that this was reviewed and launched.

8. Opportunity to participate at Peace Love & Vans for activation/outreach.

- a. Operate the bar in exchange for all net profits from sales.
- b. Print an informational postcard.
- c. Print a banner for the bar letting event attendees know that profits from bar purchases benefit our organization and mission.
- d. Print stickers for hand-outs.
- e. Discuss putting a flyer in all the welcome folders
- f. Discuss adding the logo to the PLV stage.
- g. Discuss a TWV info video for livestream filler.
- h.** *Simple video for PLV Livestream. More involved video for actual website. Discussed prize giveaway to build an email list. Need to finalize prizes for email list signups. Add email & opt-in for survey.*

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that items b-f be assigned to Zach Daudert and item g was assigned to Gary Schillinger. For item g: A simple, urgent video for PLV Livestream to be completed by 2/20/25. More involved video for actual website to be completed by April 4, 2025. Discussed prize giveaway to build an email list. Need to finalize prizes for email list signups. Add email & opt-in for survey.

9. Zach made a matching donation to Josh's initial donation of \$2,500. Used the new website donation feature to test and it worked great.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that Zach Daudert completed this assignment.

10. Share meeting minutes from the organization website after board approval.

RESOLVED: Upon motion duly moved, seconded and carried it was resolved that Josh Theberge will complete this assignment.

11. Committee reports.

- a.* Executive Committee
  - i.* None
- b.* Fundraising Committee
  - i.* None
- c.* Planning & Strategy Committee
  - i.* None
- d.* Governance Committee
  - i.* None

12. Reminder of upcoming board meetings:

April 4, 2025 at 6pm EST  
July 3, 2025 at 6pm EST  
October 3, 2025 at 6pm EST

## **Other Business**

**Meeting adjourned at 7:24pm.**

Minutes submitted by Secretary, Josh Theberge