

January 28, 2020 NUHFGP Board Meeting Minutes

Election of organization officers:

Dick Kreger Chairman
Nancy Tague Treasurer
Dianne Muscarello Secretary

Members at large:

Nancy Kreger
Jeannie Black
Ian Quimby
Ted Damewood

It was voted that the formal name of the organization will be:

North Umpqua Holiday Food & Gift Program

It was agreed that we will ride under the GCC 501(c)3 umbrella until such time as we have obtained our own 501(c)3 designation.

It was voted to start the following actions immediately:

Apply for incorporation as a non-profit with the Oregon Secretary of State
Apply for EIN from the IRS Apply for 501(c)3 from the IRS

It was decided to open a checking account at Umpqua Bank immediately.

Nancy T will obtain a letter from the GCC agreeing to sponsor our organization.

There will be 3 authorized signers on the account: Dick, Nancy T, and Ted. (We agreed that there should not ever be two signers from the same household.) Account will require 2 of the 3 signers on all check transactions.

Review of jobs Stu did and reassignment of those responsibilities

Grants – Nancy T Purchase food – Nancy K Delivery trucks (Umpqua Dairy and Sherm's) – Dick and Ian Reserve school facility – Jeannie Pick up boxes – Dick Carts from Lowe's – Ian Cones from United Rental – Ian Recruit drivers for deliveries – Ian Recruit helpers for packing – Jeannie Fork lift & operator – Dick Cut and deliver Christmas Tree – Ted Review and sign solicitation and thank you letters – all

(The list of names will be distributed to steering committee members and if someone knows that person, they can add a personal note to the letters. This will happen in September.)

Committee agreed with suggestion of including the list of board members on the actual letters.

Distribution of boxes to pick-up recipients – Ted

Traffic control – Ted

Review of jobs Carol did and reassignment of those responsibilities

Placement of purchased food – Dianne & Jeannie Wall labels
for purchased food – Dianne & Jeannie Build sample boxes –
Dianne & Jeannie Oversee packing of boxes – Dianne & Jeannie
Determine # of packing volunteers needed – Dianne & Jeannie
Lunches – tabled for later discussion of the need Coffee - Ted

Middle school gym use (event dates Dec 17, 18, 19, 2020)
Liability Insurance policy to use gym – Ian Schedule
building – Jeannie

Information needed for incorporation of organization:

Rent Glide PO Box for organization's address – 3 keys – Dick
Nancy T will be registered agent
Incorporators: Entire steering committee will be listed on document, but Nancy T is official
filer Set up email address for organization – Dianne

Next meeting:

Feb 25 at the Glide Fire Station at 6 pm - not a potluck