

# MORRIS COUNTY COLLABORATIVE

## BOARD MEETING MINUTES WORKSHEET

Date: \_\_\_\_\_

Time Called to Order: \_\_\_\_\_

Location: \_\_\_\_\_

### Attendance

Present:

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Absent:

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Guests:

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Quorum Present:  Yes  No

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## CONSENT ITEMS

### Authority to Act Resolution

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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### Adoption of Amended & Restated Bylaws

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## **Declaration of Vacancies**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## **Adoption of New Governance Structure**

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## **Election of Directors**

Directors Elected:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## Adjourn Reorganization Meeting

Time: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## ORGANIZATIONAL MEETING

### Officers Elected

Position	Name
President	
Vice President	
Treasurer	
Secretary	

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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### Banking Authority

Authorized Signers:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## Conflict of Interest Policy

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## FINANCIAL MATTERS

Item	Approved?	Amount	Notes
Mary Mims Compensation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Leadership Reimbursement	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Restructuring Expenses	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Petty Cash Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Grant Writing Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
CPA Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Merchandise PO	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	

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## FACILITIES & CAPITAL IMPROVEMENTS

Project	Approved?	Budget	Notes
Back Room Redesign	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Cubicle Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Security System	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Mural Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	

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## OPERATIONS

# Building Maintenance Services

Approved Vendors/Bidding Process:

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Contract Term: \_\_\_\_\_

Submission Deadline: \_\_\_\_\_

Motion Passed:  Yes  No

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# PROGRAMS & COMMUNITY INITIATIVES

<b>Program</b>	<b>Approved?</b>	<b>Budget</b>
Trade School Grant Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Women of Purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Men's Conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Football/Basketball Camp	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Mobile App Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Promotional Video	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
Merch Store	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____

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# SUPPORT GROUP PROGRAMS

<b>Program</b>	<b>Approved?</b>
Grief & Loss Support Group	<input type="checkbox"/> Yes <input type="checkbox"/> No
Substance Abuse Support Group	<input type="checkbox"/> Yes <input type="checkbox"/> No
Divorce Recovery Support Group	<input type="checkbox"/> Yes <input type="checkbox"/> No

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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# GOVERNANCE

## Board Authority Between Meetings

Approved Spending Limit:

\$ \_\_\_\_\_

Emergency Procedure Adopted:

Yes  No

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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# NEW BUSINESS

**Topic**

**Action Taken**

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# ACTION ITEMS SUMMARY

**Action Item**

**Responsible Person**

**Due Date**

**Mary Herndon:** 1) Find previous board meeting minutes to show cause of the approval of an assistant for Margine Mims. 2) The board approves retroactive pay in the amount of \$3600 (\$600 per month for 6 month period. 3) All assistants will be brought on as contractors at the rate of \$15/hr up 10hrs/week for a total of \$600 per month. The board will considered seasonal increases as needed.

Board voted to reimburse NTCC for payment to speaker that was the financial responsibility of the MCC during the time there was a freeze on the grant funds.

#### **Financial Matters:**

**For the reimbursement of restructuring costs:** Create a short document containing fair market value for work in question, list agreement, record donation of any services, submit invoices.

**Petty Cash:** Explore the creation of funded accounts for different needs ex: maintenance, event, travel, hospitality. The board authorized \$1000 to be deposited into an account for the use of day to day expenditures.

**Grant Writing:** The board has authorized the budget of \$15,000 with a maximum of \$4000 payment per grant; with a goal of 1-2 grants for the Fall grant writing season. Any persons used for the purposes of grant writing will be in the role of contractor and given a RFP prior to any contractual agreement.

**Merchandise PO:** The board has authorized a budget of \$3000 for the purchase of T-shirts for staff and other promotional items to introduce and kick off the #MORRISCOUNTYSTRONG initiative. In addition to the budget the board officially adopt the Morris County Strong logo and the MCC Morris County Strong updated logo as official branding of the MCC and establish branding guidelines.

#### **Facilities and Capital Improvements:**

**Backroom Redesign:** The board voted to move forward with the current bid for the redesign of the back room. the wood from the shelves will be moved to storage for future projects.

**Security System:** The board voted to approve a budget of \$2500 for the purchase of Arlo security camera and doorbell system and the installation of a magnet door access system.

**Programs and Community Initiatives:** The board approved a budget of \$400 per month for the use of the Women of Purpose committee. This is to include the current Brookshire's charge account plus any other expenditures.

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# ADJOURNMENT

Time Adjourned: \_\_\_\_\_

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Vote:  Passed  Failed

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## Certification

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Secretary *Pro-Tem Tamara Batis*

Date: \_\_\_\_\_

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Board Chair

Date: *David Mims*  
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