

**Jamaican Mission Program
Board of Directors Meeting
April 15, 2008**

Directors Present: Bryan Myers, Nichole Myers, Lindsey Olson, Micah Nee-Piaseki, Jenna Gander-Sebranek, Terry Sebranek, Cindy Olson, Linda Wanless, and Rob Wanless.

Agenda:

- Call Meeting to Order
- Old Business
 - Board of Director Membership Acceptance
 - Checking Account
 - JMP Incorporation
 - JMP By-Laws
 - JMP Conflict of Interest Policy
 - Filing of Paperwork
- New Business
 - Waffle Dinner
 - County Fair Fundraiser
 - Bean Bag Toss Fundraiser
 - Burnstead's Brat Barn Fundraiser
 - Ed's Fundraiser
 - Spaghetti Dinner at Hospital
 - What to do with funds?
 - Tentative 2009 Trip Dates
- Next Meeting Information
- Agenda Suggestions for May Meeting

1. Call Meeting to Order: The April 15, 2008 Jamaican Mission Program (JMP) Board of Director's meeting was called to order at 7:05 PM by Bryan Myers.

2. Old Business

- a. *Board of Director Membership Acceptance:* Rob and Linda Wanless accepted their nomination to the JMP Board of Directors. A motion was made to approve their acceptance by Terry Sebranek and was seconded by Bryan Myers. All in favor. Motion carried.
- b. *Checking Account:* In order to open a checking account, Terry obtained a federal tax identification number and has opened a checking account for the JMP. In order for checks to be written, both Terry (Treasurer) and Bryan (President) must sign each check.
- c. *JMP Incorporation:* The first step in becoming a 501(c)3 non-profit organization is to become incorporated through the state of Wisconsin. Bryan will be filing this document with the state. There is a \$35 fee to file. A copy of the Articles of Incorporation was distributed and the Directors reviewed the document. A motion was made by Linda Wanless to approve the Articles of Incorporation. Bryan Myers was instructed to file the Articles of Incorporation with the state of Wisconsin with the filing fee of \$35. The motion was seconded by Jenna Sebranek. All in favor. Motion carried. A copy of the Articles of Incorporation can be obtained from the JMP Secretary, Nichole Myers.
- d. *JMP By-Laws:* Another requirement to a 501(c)3 non-profit organization is to establish official organization by-laws. Bryan Myers distributed a copy of the JMP By-Laws and the Directors reviewed the document. A motion was made by Lindsey Olson to approve the submitted JMP

By-Laws. The motion was seconded by Cindy Olson. All in favor. Motion carried. A copy of the JMP By-Laws can be obtained from the JMP Secretary, Nichole Myers.

- e. *JMP Conflict of Interest Policy*: A third requirement to become a 501(c)3 non-profit organization is to have all Directors sign a Conflict of Interest Policy. Bryan distributed the policy for all Directors to review. A motion was made by Cindy Olson to accept the JMP Conflict of Interest Policy. The motion was seconded by Linda Wanless. All in favor. Motion carried. All Directors reviewed and signed the JMP Conflict of Interest Policy.
- f. *Filing of Paperwork*: Bryan Myers will collate all necessary documents and will file them accordingly. A fee of \$750 must accompany the application to the IRS to become a non-profit organization. Bryan has volunteered to donate this money to the JMP to apply for non-profit status. A motion was made by Linda Wanless approving the expenditure of \$750 to the IRS to file the necessary paperwork, requesting that JMP be recognized as a non-profit organization. Jenna Gander-Sebranek seconded the motion. All in favor. Motion carried.

3. New Business

- a. *Waffle Dinner*: Terry and Jenna have organized the Waffle Dinner fundraiser to be held at the Richland Center Community Center. The rental fee for the Community Center is \$35. The dinner will be held on May 7, 2008 from 5:00 PM – 8:00 PM. Adult dinners will be \$5 and children 4-10 will be \$3. Dinner will consist of: waffles, pork sausage, cheese, yogurt, ice cream and various toppings. Beverages will be coffee, milk, water, and orange juice. Items still needed for the dinner are yogurt and cheese. Cindy volunteered to contact a local dairy to request donation of these items. Terry and Jenna have mailed donation requests to approximately 250 community businesses and organizations. In addition to the dinner, there will also be a silent auction. Nichole and Bryan volunteered to make a quilt and Rob and Linda volunteered one load of gravel for the silent auction. Nichole was asked to bring a mixer the night of the dinner and Cindy agreed to loan her roaster. Linda volunteered to make table centerpieces and Bryan agreed to create a brochure about JMP. Terry will print the brochure. In addition, Jenna and Terry will have a picture slide show of our 2008 trip playing. Terry also noted that he plans to have receipts available for donations, if requested. If further items are needed, Terry will contact everyone by email, indicating his needs. Terry plans to begin set up at 3:00 PM. Bryan, Nichole, and Micah will also aid in set up. Staffing for the event was arranged:

Cashier/Greeter: Jenna

Waffle Chefs: Micah and Bryan

Kitchen Manager/Batter Prep: Nichole

Table Clean up and Reset: Cindy

Drinks: Linda

Food Line: Lindsey

Silent Auction Coordination: Terry

- b. *County Fair Fundraiser*: Nichole made various contacts to arrange for JMP to use a booth at the 2008 fair. Unfortunately, all of the existing booths are spoken for this year. Terry noted that he would check into the possibility of JMP working the Kiwanis booth for a half day or during the rodeo. Terry will report back at a future meeting.
- c. *Bean Bag Toss Fundraiser*: Micah reported that he has spoken to the owner of Dewey's Dugout and Dewey has agreed to donate the hall space for our use. We will not be able to serve our own food or drink, they will offer their banquet menu and bar, for their fees, for those purposes. We will need to set up and break down the area ourselves. Micah also noted that Dewey would have a dj that evening for the upstairs bar, to encourage people to linger longer. Lindsey will get specific dates that are open and will report back to this group. Suggested entry

fee of \$20 per team discussed. The group agrees that the payout should be 50%. Bryan and Micah will build the boards and they will be auctioned or raffled off at the end of the night.

- d. *Burnstead's Brat Barn Fundraiser*: Cindy contacted Burnstead's regarding use of the brat barn. The soonest date available is October 3rd and 4th, the weekend of Center Color Fiesta. Cindy was asked to make the reservation.
- e. *Ed's Fundraiser*: Cindy will also check into doing a fundraiser in Ed's parking lot.
- f. *Spaghetti Dinner at Hospital*: Bryan will check into arranging a spaghetti dinner in Pippin I at the hospital.
- g. *What to do with funds?*: Discussion was held regarding what JMP will do with donated and funds raised by our activities. Several suggestions were offered:
 - Ground transportation in Jamaica
 - Supply/Projects in Jamaica
 - Jamaican Labor
 - Carry over to 2010 season
 - Donate to the facility where we work
 - Supplement trips

It was determined that for the 2009 Trip Season, funds will be used for supplies/projects in Jamaica, ground transportation in Jamaica, and the remainder will be carried over to 2010. It was also determined that there will be no trip support for the 2009 season. A motion was made to accept these recommendations by Bryan Myers. The motion was seconded by Terry Sebranek. All in favor. Motion carried.

- h. *Tentative 2009 Trip Dates*: The trip will tentatively be held in January 2009. Economically, a Wednesday to Wednesday trip is the best option. Bryan indicated that we will be able to work with Jeff Peterson to arrange work at Westhaven.

4. Next Meeting Information: The next JMP meeting is scheduled for:

*Tuesday, May 20, 2008
6:00 PM Dinner
7:00 PM Meeting
At The White House*

5. Future Agenda Items:

- a. 2009 Trip Dates
- b. Bean Bag Toss
- c. Kiwanis Booth/Rodeo Booth
- d. Waffle Dinner Recap
- e. Brat Stand
- f. Treasurer's Report

Respectfully Submitted,

**Nichole Myers
Jamaican Mission Program Secretary**