

Board Meeting Agenda

July 12, 2023

6:00 PM by Zoom

Present: Nathan Moore, Karen Libman, C Heaps, Michael Vasicek, Connor Klock, Hazel James, Molly Lewis

1. Call to Order
 1. Meeting called to order at 18:00
 2. Nathan has accepted Adam's request for a proxy vote this meeting.
2. Sharing: Celebrations, Cares, and Concerns
3. Review and Approval of June minutes (have Michael's notes been incorporated?)
 1. Nathan proposed accepting meeting minutes as written. Molly seconded. All approved.
4. Vote on Removing Hazel from Bank account.
 1. Vote to approve the removal of Hazel from the bank account and have Karen and C on the account. Karen raised the proposal. Nathan seconded. All approved. People to have on bank account:
 - i. Karen Libman - Board President
 - ii. C Heaps - Managing Director
 2. Hazel announced she will not be renewing her Board role and her position on the Board will end at the conclusion of tonight's meeting. The Board will be deciding on a way to keep her engaged, able to provide inputs/insights and bring her tacit knowledge.
5. Decide on 23-24 Board meeting times
 1. Proposed schedule of upcoming meetings will be the 2nd Wednesday of each month at 6pm. All approved, pending Adam's response, a meeting invite series will be sent.
6. Introduce Strategic Plan Document (Michael)
 1. Document overviewed with Board for awareness and level setting. Ask was made of all members to review it and provide input/edits by next meeting.
7. Introduce new website (Michael)
 1. New website is live with MVP (minimum viable product). Corrections, improvements, planned additions, and future additions will be made over the coming weeks. If there are no reasons to turn the website back offline, then we will announce Thursday evening on Facebook that the new website is live.
8. Questions on Budget (C)
 1. After receiving feedback offline from Karen and others, C has added comments and made modifications to the proposed budget. We are

budgeting as if we don't get the full amounts we request in grants. Given that we are post covid, we are pushing asks for full grants for our upcoming season. For specific changes, see comments in the budget.

2. Future topic: We would like to propose a process for Board members purchasing things on behalf of QTK with personal money (in-kind) versus having QTK cut a check and making a cash donation. The process is needed to ensure we are hitting the 10K in annual cash donations which makes the organization qualify for additional operations grants.
 3. Future topic: Board to discuss and decide how we want to ask for corporate donations and a plan of action to reach out and ask for them.
9. Vote on Budget for 23-24
1. Karen proposed accepting the revised budget as was presented. Nathan seconded. All approved.
10. New Business
11. Adjournment: 7:30 PM
1. Next meeting will be August 9.