

THE

Kringle Cause



Board Meeting Minutes/Notes

The Kringle Cause Inaugural Board Meeting

Location | Scheels Chandler | 3199 W Chandler Blvd, Chandler, AZ 85226

Date & Time | Tuesday March 25th, 2025 @ 5:00 pm

Decision/ Approvals made by the board at 3/25 Meeting:

1. 2/25 Meeting Minutes Approved
2. "JP" Nominated and voted in a board president
3. MOU's and COI forms signed by board members in attendance
4. KC Bylaws Reviewed and ratified
5. Non-Profit Seal reviewed and ratified

Priority Follow up items:

- Raise \$1250.00 Attorneys fee (\$500.00 due 4/15)

Follow up items:

- Jeff B. to check in with Erika re: Marketing and additional support
- Jamie to research benefits/challenges re: bank vs credit union for non profits
- All board members to identify additional board members or committee members for KC

Carry forward Items to April Meeting:

VOLUNTEER AGREEMENT -Carry forward to future discussion as needed.

STANDING COMMITTEES (See additional information below)

- Standing item for board meetings going forward recommend that all board members bring in additional members

DETAILED MEETING NOTES:

Call to Order:

Welcome and introduction by the board chair or president. Verification of quorum

- New Attendees: "JP" Jeff Peterson
- NOTE: Shawnee Huff Attended via Remote Google meets

Attendees list:

Jeff Biggs - Executive Director

John Barrett - General Board Member

"JP" Jeff Peterson - Board President (as of board vote 3/25/25)

Jamie Lovell - Board Secretary

Christine Feller - General Board Member - Interim Treasurer

Joe Feller - General Board Member

Shawnee Huff - General Board Member

Approval of Previous Meeting Minutes:

Review and approval of the minutes from the previous board meeting. Address any corrections or modifications.

- Board Approved Meeting minutes from 2/25/25 Meeting w/ not additions

Executive Director's Report:

- Emails will serve as directors report for the time being
- Board Meeting's will shift to quarterly cadence once we receive the official 501C3 notification
- Chism Law Firm: \$1250.00 outstanding due
- We can now accept donations and write off any donations for state with federal write off being retro active

PLEASE READ... Board of Directors Manual found in Board Matters > Onboarding >
 READ Then Sign: Memorandum of Understanding - Provided -

- **Signed MOU's from:**
 - "JP" Jeff Peterson
 - Jamie Lovell
 - John Barrett
 - Christine Feller
 - Jon Feller
 - Jeff Biggs
 - NOTE: Any new board members will need to sign these documents upon joining.

Read Then Complete: Annual Conflict of Interest Disclosure Form - Provided

- **Signed COI forms from:**
 - "JP" Jeff Peterson
 - Jamie Lovell
 - John Barrett
 - Christine Feller
 - Jon Feller
 - Jeff Biggs
 - NOTE: Any new board members will need to sign these documents upon joining.

VOLUNTEER AGREEMENT -Carry forward to future discussion as needed.

Board Governance:

ARTICLES OF INCORPORATION - FILING STATUS

- Approved and we have the AZ filing number located under legal documents

ADOPTION OF THE BYLAWS

Discussion:

- Template from attorneys with general structure; Jeff made some changes to the language so that it isn't limiting
- 10.02 funds limit was that recommended by the attorney's? Yes, this amount allows for spend without approval or discussion from the board

Vote/Ratification:

- Bylaws ratified by 3/25/25 board meeting attendees

ELECTION OF OFFICERS (President)

- Jeff Biggs nominates "JP" Jeff Peterson as Board President
- Board accepts nomination and votes "JP" in as President for a 3 yr term
- 3 year term for executive officers with treasurer and secretary being resigned asynchronous to each other to maintain continuity.

EXECUTIVE COMPENSATION DISCUSSION: Work ongoing - needs compensation committee
 Roles of executive committee:

- Supports hiring for upcoming roles.

- Grant writing and resourcing
- Impact plan

STANDING COMMITTEES (See additional information below)

- Standing item for board meetings going forward recommend that all board members bring in additional members

NONPROFIT SEAL

- Approved by board on 3/25/25 with no adjustments

ORGANIZATION EXPENSE

Discussion:

- Attorney's fees \$500.00 due on 4/15 Donations are okay for now for tax exempt
- Priority Marketing Need
- Instagram account
- Facebook
- Donations can be made

ACCOUNTING YEAR : Calendar year (Jan thru Dec)

PRINCIPAL OFFICE

- Jeff Biggs is having early discussions about options.
- For now Jeff's Home address is serving as the Inc. address.

OFFICERS AUTHORIZED TO SIGN CONTRACTS:

- Greater than \$2000.00 to the board all others to executive committee.

BANK ACCOUNTS:

- Flagstaff Bank; <https://www.flagstar.com/small-business.html>
- Jamie to research banks vs credit unions. Payment options for donors;
- Zeffy research for accepting donations payments without fees
Donation system
<https://www.zeffy.com>

WHISTLEBLOWER PROTECTION POLICY - Carry forward to future meeting

5:45p Open Forum/Discussion:

Grant Resources:

1. <https://arizona.thegrantportal.com/disabilities>
2. <https://arizona.thegrantportal.com/grant-details/72224/grants-for-practices-to-support-employment-for-disabled-individuals?>
3. <https://arizona.thegrantportal.com/grant-details/71492/grant-to-support-education-for-children-and-young-adults?>
4. <https://arizona.thegrantportal.com/grant-details/71333/funding-for-projects-that-help-children-faced-with-disabilities?>
5. <https://arizona.thegrantportal.com/grant-details/71280/grant-to-support-at-risk-and-special-needs-children?>
6. <https://arizona.thegrantportal.com/grant-details/70746/grant-for-veterans-disabled-children-and-at-risk-youth?>
7. <https://www.instrumentl.com/browse-grants/arizona/grants-for-nonprofits-serving-disabled>
8. <https://arizona.grantwatch.com/cat/7/disabilities-grants.html>
9. <https://arizona.grantwatch.com/grant/211656/grants-to-usa-nonprofits-and-individuals-for-programs-and-projects-to-support-people-with-cystic-fibrosis-and-their-families.html>

5:55p Announcements and Next Steps:

Next Board Meeting:

- Last Tuesday of April 29th 5pm
- Location: TBD

6:00p Adjournment:

Officially conclude the meeting.

For Public Preview Only