

**Minutes of the Regular Meeting of the Board of Directors of
Poetic Justice Foundation
JANUARY 2021**

***Meeting took place over FaceTime due to COVID 19 Crisis**

Meeting Held through FaceTime due: Thursday, January 21, 2021

Board Members Present: Kellie Shaw, Margaret Carter, David Ferguson, Joe Bryan, Carrie Fuentes, Matt Mount and Huborth (Skip) Dailey

Board Members Absent: None

Faculty Present: Sandy Bacharach attended but left the meeting at 7:00

Call to Order: The meeting was called to order at 6:15

Approval of Minutes:

- Kellie Shaw moved to enter December minutes into the public record. David seconded. The motion unanimously passed and the minutes will be moved into the public record.

Building Remodel Updates (Kellie Shaw):

- David, Kellie and Skip visited the building last week. Matt, Kellie, Skip and Joe met the previous week.
- The construction is moving forward ahead of schedule, and is forecasted to be completed mid-March.

CPA/Taxes/Pay Avenues (David Ferguson):

- We have filed an extension for 2019 taxes
- We have selected a CPA- Fred Carter to assist in this
- Mr. Carter is awaiting relevant tax information from our only employee- Karen Bennett

- 2020 Taxes are not due until May 2021. We will begin working on these after completing 2019 taxes, to avoid confusion

Donations (Sandy Bacharach)

- David will give Sandy the information for the cash app and PayPal accounts he has created for PJF.
- Sandy needs language to to put onto a GoFundMe campaign webpage

Scholarship/Grant (Kellie Shaw)

- We have received a request for \$500.00 from Jocyln James for the cost of a training. This training is required for her certification to become a Peer Wellness Supporter in Oregon. This is a portion of the total tuition, which is \$900.00 in total.
- Jocyln James would like funding to pursue her ambition to become a Peer Wellness Supporter in Oregon
- Carrie Fuentes suggested paying the full amount directly to the school (\$900.00)
- David Ferguson pointed out that the ask was for \$500.00 only and that people sometimes tend to follow through better when they have personally invested in their goal
- Kellie Shaw proposed that we offer a full scholarship to Jocyln James. Margaret Carter seconded with an observation that there is a severe shortage of healthcare providers in Oregon. David opposed paying the full amount. The motion passed with a vote of six for and one against. Kellie Shaw will contact Jocyln James to inform her that PJF will be awarding her with a full scholarship of \$900.00

Conflict of Interest (Kellie Shaw):

- Deborah Dyson created a Conflict of Interest document for our foundation (see [attachment](#))
- We will each read this before the February board meeting and be ready with any amendment proposals, questions or concerns

Strategic Planning (Kellie Shaw):

- Kellie Shaw proposed scheduling a strategic planning meeting in March, April or May to decide on 1 year, 3 year and 5 year goals for our foundation. This process can sometimes take a few days.
- The meeting can potentially take place in our building, with COVID appropriate precautions. We could also hold this meeting virtually, over zoom.
- Kellie has two colleagues who have experience facilitating these kinds of strategic planning meetings. Both responded with interest.
- Kellie will follow up with her two contacts. We unanimously agreed that she will choose the best facilitator.
- We have decided to postpone this planning meeting until May or June, to best maintain covid safety.

Committee Formation (Kellie Shaw)

- Kellie Shaw proposed the formation of committees for fundraising and planning
- Margaret Carter, David Ferguson and Matt Mount formed a Fundraising Committee
- Kellie Shaw proposed that David Ferguson, Joe Bryan and Kellie Shaw form the Executive Committee
- Carrie Fuentes, Huborth Dailey and Joe Bryan will form the Planning Committee

Building Usage, Plan/Programs (All):

- Matt Mount proposed taking a mixed use approach with the upper floor of the building (we have tenants in the two street facing, ground level spaces).
- There are three large spaces upstairs, including a conference/training space. The other two large rooms can be used as shared offices, computer access for learners of all ages
- Resolutions NW is currently looking for office space
- Moveable, temporary walls are an option to flexibility accommodate a variety of needs
- **Meeting Adjournment:** Meeting was adjourned at 7:58

*** The February 2021 board meeting will be determined via email ASAP**