



## January 12, 2023 Meeting Minutes

Attending: Jamie Henderson, Josh Rasmusson, Brent Hawkins, Matt Traetow, Evan Diehl, Ian Russell, Dennis Gendron, Dave Phillips, Ben Logsdon, Shannon Greene, Hanna Zevenbergen, Heather Croskrey

3:03 – Call to Order and Welcome

### Consent Agenda

1. Approval of Minutes
2. Committee Reports – Recap

**Motion to approve Consent Agenda: Dennis Gendron 2<sup>nd</sup>: Evan Diehl All in favor.  
Motion Passed**

### Active Agenda

#### Budget & Finance Update

- New IT Vendor
  - a. Shannon Greene shared that we have been working with 3 vendors, but one dropped out into the process. Leaving us with 2 vendors, Wolf Technology and IP Pathways. Both quotes are coming in at approximately \$6,000 per month. There will also be an initial cost of equipment, anticipating we will need to purchase new equipment when we split from UI.
- Give a Little Love Campaign – Month of February; \$1 & \$5 donation for an in-store Heart display; \$80,000 Goal
  - a. Hearts are being distributed to Owner Operators and there is great interest and excitement for the promotion.
- Maher Estate – Settled! 😊 Thank you!
  - a. We received the funds at the end of 2022. It is officially concluded.
- Kitchen update
  - a. Shannon Shared that the Kitchen project is on budget and anticipated to continue to be. We are shooting for February 1 completion date for construction.

## Annual Meeting Items

- Year in Review
  - Making connections – what's your why?
    - Board members shared why they are part of the BOD and what the Charity means to them.
  - Mission Vision Values
    - Jamie reviewed the Mission, Vision, and Values for RMHC-EIWI.
- Bylaws
  - A copy of the Bylaws has been posted in the Board Portal for review.
- Officers
  - Secretary – We need a secretary identified today since Heidi Beals term of service is up. Dave Phillips has nominated himself for Secretary.

Motion to approve Officer appointments as follows: Dave Phillips as Secretary of the Board of Directors effective immediately

Dennis Gendron 2<sup>nd</sup>: Evan Diehl All in favor. Motion Passed

- Board succession planning – Jamie's term is up in May
  - Beginning June 1 we will need a new BOD Chair. Our Bylaws state that the VP does not automatically become President, so we need to identify a current board member ready and willing to take over the position.
- Board Terms
  - Board contact information and board member terms are listed in the packet. BOD was asked to review the information and send any changes to Heather for updating the 2023 list.
- Committees
  - BOD was asked to review the committee assignments.
- Event Sign Up – volunteer/ participate, Save the Date, details to follow!
  - Jamie Reviewed the Events for 2023 and has asked that BOD commit to attending 1-2 events as participants and volunteers.
- Board Member Expansion –
  - The BOD needs to actively work toward recruiting new board members as several board members terms are going to be up within the year. We need to review where our needs lie as we recruit up to 4 new members.
- Virtual vs In-Person meetings – how many times per year?
  - Jamie recommended that we start with 2 in person meetings in 2023. Dennis and Brent voiced their agreement on the value of in-person meetings. Jamie added that Zoom will be an option for those who are not able to make it in person.

- 2023 Conflict of Interest- Board Portal
  - All BOD members must sign a Conflict of Interest form for 2023. Please return signed forms to Shannon.

#### Development

- Plaid Swan Marketing update
  - Upon approval of the budget, Plaid Swan began finalizing the marketing materials for the Cedar Rapids market with a launch date of February 1.
- VIP Event Tuesday, February 28<sup>th</sup> 5-6:30 PM @ House
  - This event will be a special event for stakeholders, donors, and key influencers to promote RMHC-EIWI.
  - BOD is asked to bring 2-3 people to the event that might want to learn more about RMHC-EIWI.
- Remodel Ribbon Cutting Thursday, March 2<sup>nd</sup> - time tbd in the morning.
  - Open to the public, Iowa City Chamber will help promote.

**Adjourn at 4:13 pm**