
BOARD OF DIRECTORS QUARTERLY MEETING JUNE 2020

AGENDA:

- **Introductions**
- **Review of minutes from last quarter**
- **Executive Director's Report**
- **Treasurer's Report**
- **Open Floor**
- **Adjournment**

Executive Directors Report:

- SERVICE LOCATION, COVID-19 ,SAFETY ALERT, 2020 VISION 13/20 TO DATE
 1. Service location downtown is temporarily suspended due to COVID-19, protests and riots. Have been serving consumers at home/office over the phone and through social media. To date we have served 13/20 consumers this quarter in an effort to meet our goal of 20 consumers in 20 days. A lot closer than last quarter.
- KPAP , UniteUS, Doxy.me
 1. KPAP we got involved with KPAP in March 2020 but services were slow due to IT problems. Since then those problems have been resolved and we have served approximately 5 individuals who were eligible to get assistance through KPAP. (Note: Ken and Samantha are interested in becoming KPAP providers. Dustin will connect them with the trainer.)
 2. In May we became a part of a nationwide community service platform and that is where we have been getting the most of our referrals this quarter. Referrals range from vital records, housing, snap, employment, and disability verification. Currently there are 7 open cases an 10 that have been closed either by resolution or because the consumer has failed to stay in contact.
 3. Doxy.me is a new HIPPA compliant version of zoom. Dustin has established an account on this platform and will use it as necessary to meet with consumers for services.
- P.O. BOX
 1. Because we are doing the mobile ministry now and working out of Dustin's home, there has been a P.O. Box set up at the Shively Branch post office to cater to all clinic needs. This is to

avoid personal client information being sent to Dustin's residential mailbox. This account for this box is paid for 6 months until November 2020 and it will need to be renewed.

- FAX and Internet
 1. Due to a generous donation the fax line and internet service for the clinic have been paid for the remainder of 2020. This eliminates 2 monthly expenses to open funds up for other consumer needs.
- MATERIAL DONATIONS (MASKS, HAND SANITIZER, Tote Bags, CLOTHING, HOUSEHOLD ITEMS,
 1. We have received a donation of 150 masks and 8 gallons of hand sanitizer to distribute to our consumers. Distribution has not begun yet due to lack of volunteer services. Items will be picked out and delivered to them. If they do not like the items chosen the client has 3 days to return and a new selection will be made. At no time is a client to be served directly out of Dustin's home for safety and security.
- OFFICE SUPPLIES (laptop, Epson all in one, windows 10, publisher, paper and ink. Tables)
 1. The clinic received a generous donation of a Dell Studio laptop to be able to offer services on mobile outreach and to minimize the cost and load of paper. With the laptop funds were also donated to be able to purchase a windows 10 license and the IT department was able to successfully install all programs needed to operate the clinic from the laptop. Another generous donation was received of an Epson 3733 all in one along with printer paper and two sets of color and black ink cartridges. And a donation of 6ft folding black tables has been made as well to be able to set up at community events and our mobile outreach
- Membership
 1. Dustin added a membership clause to the intake application to ask future consumers if they would like to be a part of a membership body to help manage and develop programs, policies and activities. Previous consumers that have been through the clinic will be contacted as best as possible and the invitation to join the membership body will be extended to them also.
- Software program / social solutions to Nathan
 1. One year ago, Dustin met with a gentleman named Nathan who sat down and discussed terms of developing a software program tailored to clinic operations. Progress has been slow due to other responsibilities of the developer as well as COVID-19 but at last check the developer stated that he was about 80% finished with developing the program and hopes to have something to share with us very soon. In the meantime Dustin did interview Social Solutions which is another software development company and that conversation was cut short when it was discovered they would need upwards of \$5K a year plus other expenses. Unfortunately our revenue base is not that strong yet. So we are patiently waiting for the program to come from Nathan. Until that time, referrals from Unite Us come on a very well developed software program and consumer records are temporarily being stored there.
- Email address, Website Updates, Care-ky.org, Findhelpnowky.org, social media apps.

1. As part of the membership with webstarts.com who hosts the clinic website there comes a free business email. Dustin has taken advantage of the email program and has directed all communications from the clinic gmail account to dustin.cox@soulclinicofkentuckiana.org the gmail account will remain active and as a back up in case something happens to the business email. The gmail account is also used to manage network communications such as facebook, instagram, twitter, alignable, etc.
 2. The website is updated as often as Dustin is able to do so with limited knowledge on website design and development. Some of the upgrades that have happened this quarter are hyperlinks to other community resource platforms that the clinic has been added to such Care-ky.org, Findhelpnowky.org and alignable. We have been on 2-1-1 for over a year now and also on outhealthcare.org. Our name is out there especially on google and we are visible.
- Network meetings: Seed to Oaks, SYMPOSIUM, Interns
 1. Dustin attended a zoom network meeting with Seed to Oaks to present our organization to them and other community members. Also attended a day long Symposium through SAMHSA to better understand homelessness.
 2. Dustin is scheduled to meet with interns from the Kentuckiana Youth Career Center for a 5 week internship project and to hopefully get some help with administration and website needs. Dustin will update after the interviews if an intern has been selected.

Treasurers Report:

- Chase Bank account
 1. Dustin was successfully able to open up a business checking account with Chase Bank on June 06, 2020 right now there is a zero balance but this account will help us to eliminate some of the cost from paypal when monetary donations are made through the website.
- Kroger Community Rewards, Amazonsmile, Paypal Charity, Gofundme Charity
 1. The clinic has been added to the Kroger Community Rewards Program now that when a customer links our organization to their Kroger plus card and swipes it at check out, Kroger will then donate money to the clinic. These donations will be received each quarter for no more than \$25.00. If the quota has not been met for the quarter, the revenue earned will roll over to the next quarter to be added to that revenue amount.
 2. The clinic has also been added to the Amazonsmile network now that when an amazon shopper purchases an amazonsmile eligible item up to 0.5% of the proceeds will be donated to the clinic.
 3. Dustin has been working tirelessly with paypal charity to get the fees knocked off the website when people make a donation. The latest update is that Paypal will respond by July 5, 2020 on next steps in eliminating the fees.

4. A new program called GofundmeCharity has been created and we have added an account o there as well. Right now there is a campaign on gofundmecharity to help raise funds to cover the cost of the 2020 Discovery index.

5. Below is a breakdown of money that came in this quarter and how it was distributed.

- **\$382.24 in cash donations**
- \$15.00 Annual report
- \$38.54 Windows 10
- \$50.00 internet
- 119.70 fax
- \$10.00 TARC
- \$25 Fan
- \$11.00 Stamps
- \$113.00 p.o. box

Open Floor:

- Carol Blackford has expressed an interest on sitting on the board for future meetings. Dustin will talk to her about responsibilities of the board and make an executive installment if terms are agreed upon. Currently there is a media post asking community members to apply for a Board of Directors position with the clinic.

Adjournment:

- Next meeting will be held on September 28, 2020.