



January 3, 2022

Board of Directors Meeting

Roll Call: Dustin Cox, Ken McGrew, Carl Thomas, Joshua Bickerdt, Kimberly Downs, Anthony Mejia, Scott Stanley, Allen Eldridge, V

Agenda:

Appointment of officers

- ❖ Dustin Cox – Executive Director
- ❖ Allen Eldridge, V Co-founder
- ❖ Anthony Mejia - Diversity, Equity, and Inclusion Director
- ❖ Kimberly Downs – Secretary
- ❖ Scott Stanley – Treasurer
- ❖ Ken McGrew – Government Assistance Phones and health screening
- ❖ Carl Thomas – IT support 1
- ❖ Joshua Bickerdt – IT support 2

Adoption of foundation documents

- Adoption of Bylaws: Vote to approve by Joshua Bickerdt, Ken McGrew, Carl Thomas, Allen Eldridge
- Adoption of Articles of Incorporation: Vote to approve by Joshua Bickerdt, Ken McGrew, Carl Thomas, Allen Eldridge
-
- Adoption of Standard Operating Procedures: Vote to approve by Joshua Bickerdt, Ken McGrew, Carl Thomas, Allen Eldridge
-
- Adoption of Discovery Index: Vote to approve by Joshua Bickerdt, Ken McGrew, Carl Thomas, Allen Eldridge
-

Financial report beginning January 2022 - March 2022

- Current PayPal account balance \$0.00

- 2022 Discovery Index has been published with the Annual budget and expenses available for review upon request.
- Mailhippo HIPAA compliant email \$4.95 due January 27, 2022
- Tigerconnect \$300.00 due January 3, 2022
- DocuSign \$270.00 due February 3, 2022
- Secretary of State 15, 2022 due March 3, 2022
- E-fax \$169.50 due March 3, 2022
- Webstarts \$163.87 due March 3, 2022

Executive Director Report

- Entering 2022 with 12 Active consumer cases ranging from housing, household items, transportation
- We have upgraded our communications systems to Mailhippo which is a HIPAA complaint email communication system to send and receive pci for consumers. DocuSign which offers HIPAA compliant e-signature services. And tigerconnect voice, text, and video HIPAA compliant communication system for client interaction.
- The 2022 SOP and Discovery index have been updated to include several new policies and procedures and will be enforced going forward.

Director of Diversity, Equity, and Inclusion Report

Open Floor

Carl Thomas comments

- | | |
|---|--------------|
| ➤ Adoption of Bylaws | vote: concur |
| ➤ Adoption of Articles of Incorporation | vote: concur |
| ➤ Adoption of Standard Operating Procedures | vote: concur |
| ➤ Adoption of Discovery Index | vote: concur |

I like the section on fundraising, I got a good chuckle out of “pull on their heartstrings” but the truth is that’s absolutely right!

Allen Eldridge comments

So outside of random typos and outdated listed address for executive director I sign off on it

Ken McGrew comments

I vote to approve

Joshua Bickerdt comments

Having reviewed the documents provided, I vote to approve them as they currently stand.

Adjournment

Next meeting April 3, 2022