

Caring Hearts and Voices

Board of Directors Quarter 1 Strategic Meeting

November 3, 2021 5:00 - 6:00 pm

Google Meet (Virtual Meeting)

MINUTES

- I. Call to Order: 5:07 PM
 - A. Attendance - Rob, Jean, Maria, Julie Marie
 - B. Approval of Agenda - Approved
- II. Annual Review of Governing Documents:
 - A. Approve CH&V Leadership Structure 2021-2022 - we will split Director of Business Admin into two roles if needed; approved
 - B. BOD Member Openings, Elections, Agreements - unable to have anyone additional at this meeting; postponing any new elections and holding current positions
- III. Board of Directors:
 - A. President
 1. Next committee meeting in December 1 (1st Wednesday) - 7 PM
 2. Next BOD meeting moved to January 5 (1st Wednesday) - 7 PM
 3. Discussion Evolution of Caring Hearts & Voices
 - a) Mission Fulfillment during and after pandemic
 - (1) Workshops (Classes) - Income Source - will begin planning at next committee meeting
 - (2) Open Mic/Jam Sessions/Sing-a-longs (Events) - Donation Source
 - (3) Free Lessons/Instrument Trials (Volunteer) - Outreach
 - b) Discussion of Meetup group organization
 - c) Ruth joins meeting and explanation of organization structure
 - B. Secretary
 1. Minutes from last meeting - question about when last board meeting actually was, seems to be January (Julie will check through records to confirm, and will approve two sets of minutes at next meeting)
 2. 2021-2022 Reports and Filings (add to calendar)
 - a) Attorney General Annual Report AF-990-ILF (due March 2022) \$15
 - b) Secretary of State Annual Filings Report (due March 2022 - online)
 - c) IRS 990 (due March 2022- online)
 - d) IL Department of Revenue
 - (1) ST-1 (due January 2022 - online)

(2) IL-990-T (due January 2022 - online)

C. Treasurer

1. 2021-2022 Bank Statements
 - a) Question about check for \$100 - late fee for the AF-990-ILF
 - b) Question about 9/15/21 - \$47.31 Amazon purchase - error; Maria will reimburse organization
2. 2021-2022 Budget - looks good
3. Donation Sources - plan for tracking
 - a) Facebook Fundraising
 - (1) Month before BOD meeting: check for donor list
 - b) PayPal Giving - lots of moving pieces to use; only used on website
 - (1) Month before BOD meeting: transfer funds - PayPal Giving to PayPal, (wait 5 business days) PayPal to bank account
 - c) Cash Donations - Board member will use deposit slip to deposit after events

IV. Committee of Directors Reports & Strategic Planning:

A. Service Outreach

1. Review of 2021-2022 Service Outreach Planning Guide
 - a) Vote for Discussion/Approval - Approved
2. Service Outreach Report/Updates
 - a) Jean has reached out to Rick for more information about his group and to see when we will be able to get back into nursing homes; waiting to hear back.
 - b) Possible Friendsgiving music even at Jordan house on 11/26 - flyer and Meetup event needed (for those who may not have family/friends to celebrate with) - RSVP through Meetup
 - c) Merry Cary caroling 12/5 - flyer and Meetup event needed (RSVP on Meetup not required) - need to verify that we will be in front of Conscious Cup
 - d) We will need to be on the lookout for coffee shops that are bigger for open mics

B. Marketing & Communications

1. Review 2021-2022 Marketing & Communications Planning Guide
 - a) Only addition - ensuring style guide is followed for all materials
 - b) Vote for Discussion/Approval - Approved
2. Marketing Report/Updates - none at this time, other than above action items

C. Business Administration

1. Review 2021-2022 Business Administration Planning Guide

a) Vote for Discussion/Approval - Approved

b) Business Administration Report/Update - none at this time, other than above action items

V. Next Steps: Julie Marie will compile and send out action items via email

VI. Adjourn Meeting: 6:11 PM