

**Board of Directors Meeting
June 21, 2018 @ 5:30pm
Meeting Minutes**

Directors in Attendance: Eunice Bell, Juana Guerrero, Keith Hargrove, James Holzemer, William Hytche, Rebecca Horton, Jacqueline Mitchell, Fr. John Raphael, James Cobb, and Ahmed White.

Corporate Membership in Attendance: Irene Boyd

Board Liaison in Attendance: Lekita Stevenson

Conference Call: Mary Ann Dunn and Sandra Smithson, OSF

Project Reflect's Board of Directors Meeting was called to order at 5:40PM. Psalms 138 was read as the prayer of reflection rendered by Fr. John Raphael.

It is duly noted that Deacon James Holzemer will forever be in our prayers in the loss of his son.

Review/Approval of the Minutes from the Previous Board Meetings (April 19, 2018) A motion to approve the Previous BOD Meeting minutes was moved by Dr. Jacqueline Mitchell. This motion was properly seconded by William Hytche. The motion carried unanimously.

Interim Director Report/ Corporate Membership Report presented by M. Faulkner

The interim executive director report sent by Mark Faulkner and read by Fr. John Raphael. *(Copy available upon request.)*

Proposed Budget & Administrators Report presented by Mr. Ahmed White *(Attachments can be provided upon request.)*

The proposed 2018 2019 Budget was presented for review by Mr. White. *(Copy available upon request.)*

Eunice Bell requested that we make sure our fees cover the expenses of cleaning and security when renting out the property to outside vendors. Father John brought clarity of all salaries being paid in full as of today and ensures they all match the MNPS pay scale.

Administrators Report Highlights:

- 320 Summer Volunteers
- Major School Upgrades
- Installation of New Security Camera System
- Donation of School Equipment from Drexel Preparatory Academy

Dr. Mitchell suggested that Mr. White reaches out to Dr. S. Williams at TSU for future partnerships.

Father John Raphael made a point of clarity as it related to the email correspondence received from our founder. These email correspondences were not agenda item but he suggested that the proper forum will be presented to address the concerns/suggestions brought forth by our founder. Mark Faulkner replied to the email correspondence making it clear that they were the founders concerns/suggestions and not that of the Corporate Membership.

Re-Elections

- New elections hold a three year term.
- Annual re-elections are held thereafter.
- Parent Representative is elected on an annual basis.

Bylaw #40A suggests that all elections are done under good faith and all members must vote and act in the manner of which supports the best interest of the organization.

A motion for the re-election of our parent representative, Juana Guerrero, was made by William Hytche. The motion was properly seconded by Rebecca Horton. The motion carried unanimously.

A motion for the re-election of Board of Director, James Holzemer, was made by S. Keith Hargrove. The motion was properly seconded by William Hytche. The motion was open for discussion and Mr. Holzemer declined the re-election as a result of the recent passing of his son and the added duties in his ministry. The Board of Directors thanked Mr. Holzemer for the time he has served Project Reflect faithfully.

A motion for the re-election of Board of Director, Dr. Jacqueline Mitchell, was made by Eunice Bell. The motion was properly seconded by James Holzemer. The motion did not carry. (Bell, Mitchell, and Holzemer for the vote; Horton, Guerrero, Raphael, and Hytche against the vote; Cobb and Hargrove were abstentions.)

Board of Director, Eunice Bell, personally withdrew her name for re-election. The Board of Directors thanked Mrs. Bell for the time she has served Project Reflect faithfully. It's dully noted that an officially formal thank you letter will he sent to both Eunice Bell and James Holzemer.

Two certified letters sent regarding loan fee reimbursements were returned. These letters will be resent to an accurate address. Clarity is being sought regarding third letter recipient.

It is duly noted that nonprofit meetings are open to the public. The public can be asked to step out only during the duration of time where confidential information that is being presented to the board of directors that involves the mention of employment, names, and legal actions.

Education Committee Report presented by William Hytche. *(Copy is available upon request.)*

Board Development Report

Father John asked for a motion to postpone elections of new members in order for more time to review potential candidates. 10 names were submitted and only three resumes were submitted in a timely manner.

James Cobb made a motion that the board development committee is allowed to collect more resumes and report back to the Board of Directors within 30 days of those candidates that we were present allowing for adequate time for the review process. Motion was properly seconded by Dr. Jacqueline Mitchell. The motion was open for discussion and it was noted that all resumes should be submitted to Father John will disseminate the information to the committee/Board of Directors. The motion carried unanimously.

Fundraiser Report by S. Keith Hargrove *(Copy available upon request.)*

This was the first tournament and it turned out pretty well. We had some good take backs and also some areas of improvement in the coordination of our next tournament.

Attendance was a little low probably because it was our first tournament, all the tournament taking place, and promotion time frame.

After collecting a \$200 balance, our net profit from the tournament will be \$2739.30.

No Finance Committee Report was presented.

Approval of 2018-2019 Budget

James Cobb made a motion to approve the proposed 2018-2019 Budget. The motion was properly seconded by Dr. Jacqueline Mitchell. The motion carried unanimously.

New/Old Business

At the last board of directors meeting, Mark Faulkner recommended bonuses for two of our employees; one of the two was a part of his contractual agreement. His recommendation was received and endorsed by Mark Faulkner, James Cobb, and Father John Raphael. A motion was made by Dr. Jacqueline Mitchell to approve the two bonuses for the two employees. This motion was properly seconded by James Cobb. The motion carried unanimously.

William Hytche suggested that we review our current bylaws for corrections that need to be made as it relates to typos. Father John Raphael agreed to put the review of bylaws on one of our upcoming agendas.

A motion to adjourn was made by James Cobb. This motion was properly second by William Hytche. The motion carried unanimously.

The Board of Directors Meeting was adjourned at 7:40pm.

Board of Directors Meeting minutes were taken and presented by Lekita Stevenson, Board Liaison.