

# 501.(c)(3) Planning 1/5

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05 JANUARY 2023 / 4:00 PM / ROOM 113

## ATTENDEES

Richard Wiginton, Geoffrey Schultz, Brian Coats, Dan Tapella, and Phillip Lane. and Michael Vaclavik (Quorum met).

Also in attendance: John Mark Hongs of the Westminster Legal Group (Via Zoom)

## MEETING

The meeting was called to order by Richard Wiginton at 1607 hours.

## MINUTES

Submitted for approval at 1604 hours by Geoffrey Schultz / Seconded by Michael Vaclavik / No dissenting votes

## AGENDA

Submitted for approval at 1604 hours by Richard Wiginton / Seconded by Brian Coats / No dissenting votes

### **New Business**

- Mr. Hongs gave an update on the 501.(c)(3) process.
  - He is ready to proceed with filing the paperwork.
  - The application fee may be covered by his legal group.
  - There is a \$25 fee to register with the Secretary of the State.
  - The application process is typically 90 days.
  - He suggested trademarking our name and logo.
    - There will be a fee and he would check on the cost.

- He will send copies of the bylaws, Conflict of Interest Policy, and Incorporation Resolution for the members to sign
- Mr. Hongs left the meeting at 1625 hours.

## **Old Business**

- **CPA Follow-Up**

- No new information on the follow-up with securing the services of a CPA. Richard Wiginton will reach out to his contact.

- **Logo**

- The designs were narrowed down to two styles. Dan Tapella will take them to his graphic designer and have him put the finishing touches on them.
- Once they have been approved, they will be sent out to the police department employees to vote on the final design.

- **Banking Relationship**

- It was decided that we should keep our current bank of First Bank for the Foundation's bank. Co-signers will be Richard Wiginton, Brian Coats, and Phillip Lane. Motion by Phillip Lane / Seconded by Dan Tapella / No dissenting votes

## **ACTION ITEMS**

1. Richard Wiginton will follow up on CPA
2. Phillip Lane will follow up with a website designer

## **Meeting Adjournment**

- Dan Tapella moved to adjourn the meeting at 1709 hours / Seconded by Brian Coats.

## **NEXT MEETING:**

Thursday, March 2, 2023, at 1600 hours.

**Prepared by:** POLANE 634

Approved by: Sgt. *AK* *Wij* 767