

501.(c)(3) Planning 4/27

27 APRIL 2023 / 4:00 PM / ROOM 113

ATTENDEES

Richard Wiginton, Brian Coats, Cambra Pogue-Tucker, Daniel Tapella, Phillip Lane, Geoffrey Schultz and Michael Vaclavik (All members present and quorum met).

Meeting

The meeting was called to order by Richard Wiginton at 1604 hours.

AGENDA

Submitted for approval at 1606 hours by Michael Vaclavik / Seconded by Brian Coats / All present were in favor.

Approval of the Minutes from the meeting held on November 3, 2022

Motion to approve by Richard Wiginton / Seconded by Daniel Tapella / All were in favor

Old Business

- **Website**
 - Phil Lane discussed the website with the marketing firm, Steady Rain. They advised they could host our website at no cost, as long as they had a line at the bottom of the page. The group requested email addresses and a way to donate. Lane advised he would contact Thompson Knox at Steady Rain to discuss.

- **501(c)3 Update**

- Mr Hong advised that our paperwork had been filed to the IRS and the turn around time is approximately 90 days.
- He also stated that once our website goes live and we are actively using our logo publicly, it will make it easier for him to trademark it.

- **Physical Address**

- It was discussed that we use a USPS PO Box for our address. [Richard Wiginton](#) stated he would call Mr. Hong after the meeting to discuss concerns over using a PO Box rather than a UPS Store address.

New Business

- **New Bank Account**

- After completing the reconciliation of the account, our records show \$100 more than the bank account. Richard, Brian, and Lane have all looked through the account and Lane contacted the bank. Lane is going to work with CPA, Jessica McIntosh to see if she can assist with the discrepancy.

Meeting Adjournment

- Richard Wiginton moved to adjourn the meeting at 1651 hours / Seconded by Brian Coats.

NEXT MEETING:

Thursday, June 15, 2023, at 1600 hours.

Prepared by: PO Lane 634

Approved by:  767