

BOARD MEETING  
December 12, 2015

ATTENDEES: Nancy Sluys, Holly Schenk, Diane Cherry, Elin Call, Wayne Frazier, Annie Malone, Ann Crawford  
Ann called the meeting to order at 4:24pm

A) Review items remaining to complete 1023EZ application for 501C3 status

The board discussed the items listed in the board meeting agenda information document:

- any donations made before we become a 501(c)(3) organization should still be tax deductible as long as our income does not exceed \$5000/year
- Jennifer French will serve as our power of attorney if needed for any questions on the 1023EZ application for 501(c)(3) status
- only officers will be listed on the 1023EZ application
- organization's website is: [www.bchvh.org](http://www.bchvh.org)
- organization email address is: [info@bchvh.org](mailto:info@bchvh.org)
- NTEE code will be C34 Land Resource Conservation
- organizational purposes will be charitable and educational
- discussed required restrictions of activities for a 501(c)(3) organization
- discussed that at minimum one third of our support income is from public sources
- discussed moving forward with the online application of the 1023EZ form and reimbursing the \$400 application fee

Elin made a motion to approve all of the discussed items for the completion of the 501(c)(3) 1023EZ form, Nancy seconded the motion, all voted approval to pass the motion.

Secretary will follow up with submittal of the form, state requirements for soliciting donations, and filing of the 990N form

B) Discuss need for other items required on the 1023 application

The board discussed putting together the description of the type of chapter activities we would be thinking of doing over the next five years. This description would be required on the full 1023 application for 501(c)(3) status. Creating it will aid us in determining what goals we would like to have and how we can reach those goals. The activities and goals will be discussed with members at general meetings to help complete this description.

C) Review calendar requirements from BCHVH by-laws

D) Discuss issues for more bylaws review

The board discussed several of the issues for this but general thought was that the review would be better if we waited for a year to see how current version works. Diane made a motion to put off the review for a year, Wayne seconded the motion and all voted approval to pass the motion.

E) Discuss budget items

The board discussed the known expenses to be considered:

- one time application fee for the corporation (\$50)
- yearly fee to maintain corporation status (\$25)
- one time application fee for 501(c)(3) status (\$400)
- postage expenses for sending out new member packets (\$1.70 each)

Annie said there is a book rate for printed matter available that we may need to take advantage of for any large mailings.

Wayne and Annie mentioned that we could give the new member items to folks at a meeting and send just a postcard to acknowledge receipt of their membership fee.

Elin suggested including the website address on the card and Annie suggested picture of trail work on the card.

- membership dues to National (\$18/family,\$15/single) and State (\$5/family,\$3/single), with current membership dues will be \$520 dollars, if everyone renews their membership for 2016 we will collect \$835 dollars – we must send the dues in by end of January so we would like members to renew in December - if members do not renew by January 21<sup>st</sup> their names will be sent to BCHA to be removed from the mailing list - suggested addition of clarification to the bylaws for dropping members at end of Jan -will send out this information to folks with renewal request for membership for 2016

Meeting adjourned at 5:15