**SISTER SEASON FUND INC**

**BOARD OF DIRECTORS MEETING**

**May 14, 2020 @ Key West Harbor Marina**

**Outdoor Tiki Location**

**Call to order @ 4:30pm**

1. **Roll Call & Declaration of Quorum**

**Present in Person: Julie, Stephen, Rick, Ryan, Gator, Aimee, John, Roger, Ginger,**

**Present by Phone: Paul, Debbie**

**Absent: (Kim, Terry, Chrissy)**

**Quorum Declared**

1. **Approval of minutes from last Meeting (March 2020): John Moved to accept minutes, Ryan seconded, unanimously approved.**
2. **Report of Officers (Executive Committee)**
3. Treasurer: Rick provided up to date monthly financial reports for January – through April 2020, a partial report for May, and a current year to date set of financials. In the future each month, Quarter and Year to date will be provided to Board members as review by Executive Committee. Once report is finalized and submitted, the books are considered closed for that period. Rick also reported that report that a budget was in with works to determine how best to forecast to:

Keeping SSF Operating, Replenishing the JT Thaller Emergency Fund, to make sure enough funds are reserved for regular applicants (Non -COVID) needs can be meet, and to beef up funds for Hurricane Season in case of need. Past spending trends will need to be reviewed to determine best measures and practices for establishing this budget. The need for procuring a certified financial audit was discussed. Board members were asked to see out referrals for CPA’s that are certified in this specialty. John Motioned and Ryan Seconded to accept the Treasurer’s report which passed unanimously.

1. Secretary: Paul thanked everyone for helping to make the mask donation program a huge success.
2. Vice-President: Stephen thanked everyone for all their hard work through the COVID crisis
3. President: Julie updated the board as to the status of operations, mentioned possible upcoming events and addressing those events that needed to be reschedule due to COVID such as the Survivors Party and Bed Races.
4. **Old & Unfinished Business**
5. COVID Update – Julie updated the board on the status of COVID applications. To date, 227 have been funded at the cost of about ¼ million dollars. Many applications are still being processed. After a lengthy discussion about the positive and negatives of online voting, the subject of anonymity among board members votes arose. Aimee made a motion to make all future voting by board members anonymous. Not receiving a second, Aimee withdrew the motion. Rick moved that all future votes by board members on applications will be sent to the Secretary only who will copy the President; seconded by Ryan. The Secretary shall share only the numerical result of the vote to the board. Unanimously Approved.
6. Key to the Heart Live Auction – Julie and Rick reported that the event was successful with 53 items, raising $11,850 for SSF. Thanks were expressed to all those involved for making it happen.
7. **New Business:**
8. Teller Check Presentation – a large check in the amount of $13,593.50 was presented to Sister Season Fund from Craig Tellerd and family for a vacation rental raffle they successfully conducted among their rental customers.
9. Updating the By Laws – Julie brought up the subject of providing assistance to those workers who may not be able to document they are legally able to work in the US. Aimee made a motion, seconded by Stephen, that those applicants that cannot document that they are legally able to work in the US will be ineligible for assistance. Discussion ensued and a motion to Table the Motion until the next meeting by John, seconded by Ryan, so that the President could consult with an attorney on the matter. Motion to Table passed unanimously.
10. Survivor’s Party – Julie is scheduling a meeting with Christopher ta La-Te-Da to discuss ideas about when to do this event.
11. 25th Annual Songwriters Festival – Live Stream. Ginger updated the board on the status of this event coming up June 10th. Promotion will begin May 27th.
12. Applications and other Company Documents – John and other members of the board suggested that all our documents, especially the application need to be reviewed for typos. Ginger suggested that someone always review a grant application before submission. Debbie stated that she was an English teacher and in good position to help with the and so volunteered.

Next meeting: TBD

Meeting adjourned 7:03PM

Submitted by Ginger King, Acting Secretary