

# **NATIONAL COUNCIL FOR LEADERSHIP, INC.**

"EMPOWERING PEOPLE TO CREATE THEIR OWN FUTURE!"

## **Minutes**

### **Board of Directors Meeting Minutes**

**Wednesday, July 18, 2018**

**4:00pm ~ 5:00pm**

**Conference Call: 800-780-8834; Code: 3471503#**

### **Board Minutes**

**Present Phone:** Pat Martinez, James Perez Foster, Marjorie Serralles-Russell, Ivette Mayo

**Absent:** Victor Delerme Edgar Saucedo.

**Staff Present:** NA

### **PROCEEDINGS:**

Board Chair, Pat Martinez called the meeting to order at 4:05pm, a quorum was established.

#### ***Approval of the Minutes – Marjorie Serralles-Russell, Secretary***

Marjorie Serralles-Russell gave a high-level overview of the 4/18/18 minutes. Amend the minutes to reflect,

On 5/23/18, Pat Martinez sent an e-mail requesting nomination to complete the slate for the NCL BOD officers. We currently have Pat Martinez as - Chair and Victor Delerme as Treasurer. Nominations needed for Vice-Chair and Secretary roles.

On 5/24/18, Pat Martinez sent an updated slate of officers for a vote. Pat Martinez - Chair; James Perez-Foster - Vice Chair; Victor Delerme - Treasurer; Marjorie Serralles-Russell - Secretary.

On 5/29/18 - Pat Martinez sent an e-mail announcing the newly formed NCL Executive Committee and Officers. Pat Martinez - Chair; James Perez-Foster - Vice Chair; Victor Delerme - Treasurer; Marjorie Serralles-Russell - Secretary

Amendment accepted, requested action by the board to approve. **Motion by James Perez Foster, and seconded by Ivette Mayo. Minutes unanimously approved as presented.** Board Secretary will sign, and Minutes will be saved to the cloud-based board library folder.

**Finance Report – Victor Delerme unable to attend;** Pat Martinez presented the following:

- Presented NCL P&L as of 6.30.18
- YTD Expenses total \$6,699.08, Revenue total \$7,199.08, Net Revenue \$1,509.03.
- Operating Cost as of 6.30.18 is \$247.58 (virtual office rent \$207 and insurance \$40.58)
- No events were held this quarter.
- Grant writer – summer intern, Janelle Taliaferro, has been engaged. Janelle is a student at Rutgers University home for the summer. She was referred to Pat Martinez to work at her

## **NATIONAL COUNCIL FOR LEADERSHIP, INC.**

*"EMPOWERING PEOPLE TO CREATE THEIR OWN FUTURE!"*

company, Leadership in the Clouds as a research assistant. Pat Martinez has assigned Janelle to research grants and writing proposals. She has volunteered her services to NCL. A list of grants compiled, and information can be found in the financial overview report presented by Pat Martinez.

- Chairperson, Pat Martinez, made a \$500 contribution to NCL to offset operational cost.
- Pat Martinez added that we currently do not have a fiscal agreement with any NPO. The board was asked if they would consider perusing another FA partnership. The discussion was concluded that the board would not seek another FA and would move forward with filing 1023 tax-exempt IRS form. Total understanding that without this tax-exempt status grant opportunities with the bank cannot be submitted. All board members agreed. Pat Martinez to contact Victor Delerme to submit 1023 Tax Exempt Form for NCL.
- Board member James Perez Foster mentioned that the board should consider contributing to the organization. Pat Martinez ask James Perez Foster to hold this discussion, and they would return to this topic when fund update is presented.
- Pat Martinez ended the financial report by stated that the NCL end balance as of 6/30/18 is \$360.05. This concluded the Financial Report.
- **Motion to accept the Financial Report made by Ivette Mayo, Seconded by Marjorie Serralles-Russell. Unanimously approved by the board members present. Motion accepted.**

### ***Executive Report - Pat Martinez, Board Chair***

Pat Martinez presented a business/financial development overview

- Pat Martinez gave an update on grant research done by summer intern, Janelle. She outlined the following opportunities; August: Ben & Jerry, Social Venture Partners and Wells Fargo, September: Target, October: Sister of Mercy, then shared rolling dates for the following opportunities: ASC Block Grant, AT&T Aspire Funding., Coca-Cola Community Support Grant, Fifth Third Bank, Lumina Foundation, Michael & Susan Dell Foundation, Presbyterian Committee, Q Foundation, Shell, Toyota, and Walmart. Pat Martinez also shared 2019 and 2020 opportunities which are outlined in the funding update report. Some of the 2018 opportunities previously shared request a letter of intent to be submitted before even submitting the grant proposal. Others like bank grants will be placed on hold until tax exemption status is established.
- Marjorie Serralles-Russell added that we should consider The Women's Impact fund as they support educational initiatives. Pat Martinez to add to the grant list.
- Cultivation calls need to be done to various Foundation across NC, and these appointments are being scheduled. Board members are asked to participate in the request; all agreed that they would help if needed.
- Pat Martinez also shared that board members need to consider host Friend Raisers to increase awareness of the organization once the marketing packet is developed. Board members agreed.

## **NATIONAL COUNCIL FOR LEADERSHIP, INC.**

*"EMPOWERING PEOPLE TO CREATE THEIR OWN FUTURE!"*

- Pat Martinez returned to the topic of board contribution. Establishing a board commitment would allow the response to the question from sponsors to be yes, we at NCL have 100% board contribution. The amount does not have to be shared, but it more comfortable to ask for funding support when the board is also supporting the organization. Pat Martinez suggested an individual board commitment of \$100. Open discussion, all in agreement. Pat Martinez ask if anyone would make the motion.
- **Motion to establish an annual board contribution in the amount of \$100 made by Ivette Mayo and seconded by James Perez Foster. Unanimously approved by the board members present. Motion accepted.**

### ***Open Discussion –***

James Perez Foster shared that we need to ramp up capacity funding to enable covering operating expenses and consider hiring staff. James to meet with Pat to outline a capacity-building strategy for the organization.

### ***Motion to adjourn***

A motion was made to adjourn the meeting by Ivette Mayo, seconded by Marjorie Serralles-Russell Board Chair, Pat Martinez adjourned the meeting at 5:00pm.

The next regularly scheduled meeting of the NCL Board of Directors is October 17, 2018. Minutes captured in combination between Pat Martinez, Board Chair and Marjorie Serralles, Board Secretary.

**Signature**

*(Secretary Board of Directors)*

**Date**