

***HIGH CASCADE FOREST VOLUNTEER
BOARD OF DIRECTORS MEETING MINUTES
MARCH 23,2018***

The first meeting of the High Cascade Forest Volunteer board of directors met after preliminary groundwork was taken by Ed Willson and Judy Mitchell to produce the forms needed to establish a nonprofit 501(c)3. The documents were circulated among the newly selected, but yet to be approved, board members for their input. Rhonda Levine edited the documents prior to the meeting.

The meeting was called to order by Ed Willson. The first order of business was to approve the slate of board members and their assigned responsibilities.

Judy Mitchell: President
John Williams: Vice President
Ron Robinson: Treasurer
Lyndell Wilken: Secretary
Ed Willson: Member at large
Mike Kinyon: Member at large

All board members and their assignments were unanimously approved. It was decided that the Vice President would take on the task of Marketing.

A future meeting time was established as the second Tuesday of the month at 5pm.

Ed Willson was unanimously chosen to be the High Cascade Forest Volunteer Registered Agent.

The IRS has assigned the High Cascade Forest Volunteers with an employer identification number (EIN) 82-4734321

The Articles of Incorporation were presented and unanimously approved.

The High Cascade Bylaws were presented and unanimously approved.

The Conflict of Interest Policy was discussed, unanimously approved, and acknowledged by each board member.

The Corporate Resolution to set up a Checking Account at Chase Bank was unanimously approved. Ron Robinson, Judy Mitchell and Lyndell Wilken were approved as the co-signers on the account. They will meet at the bank on 3/28/18 to set up the account.

IRS Form 1023 was unanimously approved.

A PayPal Account was unanimously approved. John Williams will create a Mail Chimp account to solicit donations from volunteers.

Minutes submitted by Lyndell Wilken