

**Minutes of the Regular Meeting of the Board of Directors of
Poetic Justice Foundation
JUNE 2021**

***Meeting took place over Zoom due to COVID 19 Crisis**

Meeting Held: Thursday, June 17, 2021

Board Members Present: Kellie Shaw, David Ferguson, Joe Bryan and Matt Mount, Huborth (Skip) Dailey and Carrie Fuentes

Board Members Absent: Margaret Carter

Faculty Present: Sandy Bacharach

Call to Order: The meeting was called to order at 6:09

Approval of Minutes:

- Kellie Shaw moved to enter May minutes into the public record. David Ferguson seconded. The motion unanimously passed and the May minutes will be moved into the public record.

Tenants Update (David Ferguson)

- DB Deserts has begun their build out of their rental space.
- The second rental space has not yet been rented. David Ferguson is showing the unfinished space frequently, but the space is not yet rented.
- David believes that once the building is completed it will be easy to rent the available space.

Construction Updates (Kellie Shaw):

- Color for the exterior of the building has been selected and painting will begin very soon.

- Sandy, David and Kellie are considering artists to paint a mural on the west side of the building. This will be paid work.
- We have not yet determined a budget for this.
- We have not yet determined the scale of the project. We would like to select artists, then make these decisions with input from them.
- Sandy has begun composing a list of potential artists with their contact information.
- Board members are encouraged to submit proposals for mural content over the next week. We will touch base via email to discuss these proposals, and narrow the possibilities.
- We have received an additional, unexpected bill from Eastside Construction, for an additional \$71,000.
- The construction project is 90 days overdue at this time. Considering the per diem agreement and the April 15th promised date of completion, we are expecting at least a \$3,900 reduction in this cost.
- The late completion of the construction has prevented us from securing tenants. This is lost income to our organization.
- There is still no firm completion date.
- Kellie Shaw proposed that we approve the expenditure of \$61,000, withholding \$10,000 for the agreed upon rebate (the firm amount of the rebate will be determined once the building is completed). The motion unanimously passed. Kellie Shaw will notify Natey of Eastside Construction of the board's decision tomorrow.

Comcast (Sandy Bacharach and Skip Dailey):

- Wifi has been installed in the building with two wifi extenders. There will be a public wireless address as well as a private one for our organization. Both are password protected.

- Two phone lines have been installed. Wireless security cameras will be installed outside of the building. These have been ordered but have not yet arrived.
- We will likely need two more dedicated phone lines. These can be added later as needed.
- Decisions still need to be made regarding our server. Our organizational needs will determine the kind of hardware, software and security we will need to install.

Accounting/Bookkeeper (Kellie Shaw)

- Kellie Shaw and David Ferguson are interviewing Lozelle Mathai tomorrow, June 18th. She is a licensed accountant with non profit experience and school related, bookkeeping experience. We will be interviewing her in the capacity of a bookkeeper.
- Our 2018, 2019 and 2020 taxes are in need of an experienced accountant.

Programming/Fund Raising (Carrie Fuentes and Joe Bryan)

- Carrie Fuentes and Joe Bryan met on June 2nd.
- We discussed starting a mediation or restorative justice program aimed at training young people. We would hire Resolutions Northwest trainers to train groups of youth on restorative justice strategies and techniques. These young people could in turn bring this knowledge back to their schools and communities.
- We also discussed creating a granting process, to distribute funds to smaller organizations currently doing restorative justice work.
- It will be necessary to aggressively raise funds (through grants, etc.) as soon as the building is completed.

Meeting Adjournment: Meeting was adjourned at 7:22

*** The board will be taking the month of July off from meeting. We will reconvene for our August 2021 board meeting on Thursday, August 19th at 6:00 PM**