

**RMinutes of the Regular Meeting of the Board of Directors of
Poetic Justice Foundation
MAY 2021**

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

Meeting Held: Thursday, May 13, 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 6:17

Approval of Minutes:

- Kellie Shaw moved to enter April minutes into the public record. Carrie Fuentes seconded. The motion unanimously passed and the April minutes will be moved into the public record.

Tenants Update (David Ferguson)

- David Ferguson has completed the leases for DB Desserts and Go Hard MMA.
- Go Hard MMA will be unable to move into the building due to financial difficulty.
- It will be necessary to find a 2nd tenant ASAP.
- DB Desserts will need an additional 45 days to build out the space, once we have completed construction (with an opening date forecasted for mid July).
- DB Desserts will begin paying rent upon the opening of the restaurant in mid July.

Construction Updates (Kellie Shaw):

- The building remodel was not completed by the April 15th due date.
- We will be receiving a refund from Eastside Remodeling as a consequence of this.
- Siding for the outside of the building arrives this Monday. Windows will arrive on Thursday.
- Building should be ready for us to move in the next two weeks.
- Time to purchase office furniture!

IRS Forms, Meeting with Deborah Dyson (Sandy Bacharach):

- Our attorney Deborah Dyson emailed the Executive Committee with some recommendations about financial reporting, concerning allocation of funds in the form of grants and loans. Correctly documenting and reporting around this is necessary to maintain our 501c3 status and to avoid running afoul of the IRS.
- Sandy Bacharach has agreed to gather data and begin the process of completing this documentation.
- Specific language will be necessary, to clarify how and to whom we allocate funds, to assure that this is in compliance with the law.
- Joe Bryan will write a draft response to these questions to be reviewed by the rest of the board. This will be completed before our next board meeting, Thursday June 17th.

Accounting/Bookkeeper (Kellie Shaw)

- Karen Bennett was our former bookkeeper. Karen was fired in April 2020 for negligence.
- Karen left without completing our 2019 profit and loss report.
- Sandy Bacharach recovered a computer and external harddrive in May of 2021 with this incomplete bookkeeping data.

- David Ferguson has agreed to use this bookkeeping data to complete the unfinished 2019 P&L report.
- It will be necessary to hire a qualified bookkeeper moving forward. Sandy Bacharach has begun the search for our next bookkeeper.

Scholarship Receipt (Kellie Shaw)

- Joslyn James, who was awarded a \$900.00 educational scholarship by PJF, began classes on May 11th. She is very excited!
- Joslyn asked to volunteer with PJF once we have begun programming. This will be welcome!

Programming Update (Joe Bryan, Skip Dailey and Carrie Fuentes)

- Joe Bryan proposed creating an online, creative educational resource and research project:

"I'd like to build a theater workshop, where students can create free, educational content to be shared online or in outdoor, public forums (like the park). I'd like to reach out to Black and Brown, Indigenous and LGBTQIA+ students to produce this educational content. What are some of the things that young people think other young people need to know? Our role would be to democratize the process of content creation (like, encourage consensus based decision making and the inclusion of the ideas of all of the kids), to provide material resources (like a space to produce work, tools to work with and technical support to get it up on the internet or out in the world!). Basically, I imagine us providing a space and being witnesses, while young people create content."

- Carrie Fuentes suggested partnering with organizations that already work with LGBTQIA+ youth, such as Oregon Queer Student Alliance, SMYRC, Queer Rock Camp or the NAYA two-spirit group.
- There is a conspicuous lack of Black, Indigenous and PoC perspectives in the programming of some of these organizations. Perhaps we could collaborate with these, underrepresented youth?
- Skip Dailey could help to set up technological systems, so that we can collaborate with LGBTQIA+ youth in a covid safe way.

- Maybe Open Broadcasting Software and Twitch could provide low or no cost infrastructure for us to build on?
- Matt Mount suggested a research component in this work: youth could learn about underrepresented Black, Indeginous and PoC LGBTQIA+ pioneers in music and technology.
- Carrie Fuentes and Joe Bryan will set a meeting time, online or in person, to flesh out ideas to bring to the board for a vote.

Meeting Adjournment: Meeting was adjourned at 7:11

*** The June 2021 board meeting will take place on Thursday, June 17 at 6:00 PM**