

**Minutes of the Regular Meeting of the Board of Directors of
Poetic Justice Foundation
SEPTEMBER 2020**

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

Meeting Held through FaceTime due: Thursday, September 10, 2020

Board Members Present: Kellie Shaw, Jamila Tai, David Ferguson, Joe Bryan

Faculty Present: Sandy Bacharach

Call to Order: The meeting was called to order at 6:05

Approval of Minutes:

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

Introduction to New Employee (Kellie Shaw and Sandy Bacharach)

- We have hired Sandy Bacharach of Cuenta Conmigo as an executive assistant, on a contractual basis.
- Attorney Deborah Dyson created a contract, with Sandy's LLC- Cuenta Conmigo. Sandy Bacharach and Kellie Shaw signed the contract.
- Kellie will forward the contact to David Ferguson and Joe Bryan for review

Construction on Building (Kellie Shaw and Sandy Bacharach)

- Ron Trujillo is the project manager on the building remodel project
- Demolition is mostly finished
- PPL inspected the electrical system... it is in bad need of rewiring
- The forest fires may stop work because many of the construction workers live in rural areas negatively impacted by fires (evacuations etc.)
- David Ferguson talked with Natey about removing an industrial heater

- David suggested having Natey bill us monthly, before each board meeting, to track unexpected expenditures as they emerge. Natey will contact Kellie for approval
- Permits are moving forward for HVAC and plumbing

Email and Website (Jamila Tai):

- Previous minutes have been posted on the PJF website (thank you Jai!)
- Sandy Bacharach is managing the 'information' email address, info@thepoeticjusticefoundation.org
- Temporary password is Info!234

Social Media Accounts (Jamila Tai and Sandy Bacharach):

- Sandy is starting a spreadsheet for all of the passwords and online services we use to share access
- Sandy will create a Facebook and Instagram account for Poetic Justice Foundation
- We need a phone number for this!!!
- David Ferguson suggested using a Google number, voicemail costs an additional amount- approximately \$6.00 a month (this amount needs confirmation)
- Joe Bryan will send Sandy a digital logo package tomorrow, September 11, 2020

Treasury Letter (Joe Bryan)

- We received a letter from the IRS addressed to the former Trillium executive director Genevieve Bouwes, stating that our 2018 1099 was improperly filed.
- Joe will contact our accountant, McDonald Jacobs, to address this on Friday, September 11th.
- Joe will cc Sandy B, David F and Kellie S on this email

Waffle Window Tenant Termination (Joe Bryan David Ferguson and Sandy Bacharach):

- We are in agreement that the potential liability present in continuing to rent to Waffle Window outweighs the value of renting to them, particularly because of the lack of communication from the owners of the restaurant
- Joe will email Waffle Window this weekend notifying them that after October 31st we will not be renewing their month to month lease.

- Joe will cc Sandy B, David F and Kellie S on this email

Deed Transfer Update (David Ferguson):

- When we purchased the building we placed it in the title Trillium Foundation.
- There is already a Trillium Foundation Inc in Portland.
- This has led to confusion, including our water bill being sent to the wrong address.
- It is necessary to change the name of our organization on the deed for the building from Trillium Foundation to Poetic Justice Foundation.
- David Ferguson has contacted First American Title Company to change the name on the deed for the building. David will know no later than Tuesday September 15, if we can make this change without starting the entire titling process all over again

Insurance for Building and Board (David Ferguson):

- It is concerning to us all that the building isn't currently insured with protests, property destruction and fires currently taking place in Portland.
- David will contact the insurance providers that he has been in conversations with, to purchase temporary insurance for Trillium Foundation, until the name on the deed can be changed to Poetic Justice Foundation.

PJF Introduction and Give Away (Kellie Shaw):

- David proposed keeping barriers to accessing grants from PJF very low. The word of mouth generated by a giveaway of food and money will be valuable
- Jamila Tai suggested we partner with larger organizations to increase our visibility and increase our capacity to give needed support to the community- specifically Black and Indigenous small business owners or families
- Kellie Shaw proposed that we set the amount at \$50,000 for our first giveaway to Black and Indigenous families and businesses. David seconded. Jamila Tai dissented. The motion passed 3:1.
- We will give away \$50,000 total, introducing the Poetic Justice Foundation to the public.

Meeting Adjournment: The meeting was adjourned at 7:53

*** Next board meeting will be Thursday, October 8th at 6:00 PM 2020**