

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

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

**Meeting Held through FaceTime due:** Thursday, November 5, 2020

**Board Members Present:** Kellie Shaw, David Ferguson, Joe Bryan

**Call to Order:** The meeting was called to order at 6:02

**Approval of Minutes:**

- Due to technical difficulties we were unable to approve the October minutes. We will review and vote on moving these into the permanent record during our December regular meeting- 12/10/20

**Waffle Window Tenant Update (Joe Bryan):**

- Waffle Window has completed their move out of the building
- Joe Bryan has received no communication from Waffle Window concerning their move out, a return of their deposit, etc.
- Natey contacted Kellie Shaw requesting a walkthrough of the now empty space.
- Natey will mark anything that needs removal with blue tape.
- David Ferguson will attempt to schedule a walkthrough tomorrow, November 6th

**Building Remodel Updates (Kellie Shaw):**

- Eastside Remodeling & Construction Inc. is in the process of removing the larger garage doors
- There is an infestation of mice in the building. Natey will set out traps for them

### **Insurance on Building (Kellie Shaw):**

- Sandy has begun researching insurance providers, gathering quotes
- There is an additional cost for insuring restaurants. Because we house a kitchen that is not now in use this additional cost may be applied to our insurance
- The additional cost of insurance can be added into any new tenants' rent
- Sandy will notify us of the cost of insurance once she has a quote

### **Give-A-Way (David Ferguson):**

- Gift cards arrived and are individually sealed.
- Face Masks arrived but are too small, poor quality.
- Kellie Shaw will return the masks for a refund tomorrow.
- Joe Bryan wrote a short statement concerning the giveaway:

“The Poetic Justice Foundation is an emerging nonprofit in Portland, Oregon. It is our mission to create sustainable wealth within Black communities through education, outreach and direct action. Our organization is evolving to better meet the needs of real people. We are experimenting. We want to build sustainable relationships with our neighbors. We want to emphasize restorative, racial justice in the most direct ways possible. For this reason we have chosen to offer a gift to our neighbors with no strings attached, while at the same time featuring a few local, Black owned businesses that we love.”

- David will create digital flyers with our statement, the PJF logo, email address, phone number and website
- David will also hire a company to print stickers with our identifying information
- Both Kellie and David have tried multiple times to contact Nakia, the owner of Taste of Soul. they have both been unable to reach her.

- With the limited time we have available it doesn't make sense to continue to try to contact Taste of Soul.
- Kellie will contact Nakia and notify her that we will not be partnering with Taste of Soul for this giveaway
- Kee is linking the PJF giveaway to the public Feed Black Portland event she has been hosting for several months

### **CPA/Taxes (David Ferguson/Kellie Shaw)**

- Sandy and David have been working together to find a certified public accountant for PJF
- Trillium Charter School has gifted the money through Trillium Foundation DBA to Poetic Justice Foundation to purchase our building
- We are required to file CT 12 with Department of Justice and Secretary of State
- Moving forward, we will be contracting labor that we have historically done for free, to our individual LLCs (David Ferguson Consulting, Sea Change Consulting and Airplane Cottage School)

### **Grant Opportunities (Kellie Shaw):**

- Joe Bryan has asked to give large, one time grants to 5 femme artists doing important, difficult and often uncompensated work in the Portland area.
- We will allocate \$25,000 of money for artist grants, in \$5,000 denominations. Joe will facilitate this. The grant recipients are:

Karla Mi Lugo- for her activism and touring performance

Simone Stephens- children's author, for the publishing her book DJ Izzy Bee Finds Her New Groove

Kanda Mbenza-Ngoma- Jazz vocalist, to record and release an album

Tyleena Winslow- Children's television performer and singer

Jamie Antonick- For her dance company Jme James, including ASL interpretation

**Meeting Adjournment:** The meeting was adjourned at 7:25

**\* Next board meeting will be Thursday, December 10th at 6:00- 8:00 PM 2020**