

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

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

**Meeting Held through FaceTime due:** Thursday, May 25, 2020

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

**Call to Order:** The meeting was called to order at 6:15

**Approval of Minutes:**

- April Minutes approved

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

- We received the following email from Jenny Ruthven at Waffle Window:  
*"Hi LaTina and Joseph,  
WW received our PPP loan earlier this month which was very relieving. I am now reading the loan forgiveness application that the SBA put out last week and am writing to ask if we can get some payment documentation from each of you.  
We can have our rent payments and utility payments forgiven but we have to show either: a copy of the current lease agreement which was in place prior to Feb 15th 2020 OR lessor account statements from February 2020 and the borrowers 'covered period'. Since we don't/did not have a current lease agreement as we were month to month, I would really appreciate getting statements from you showing the check numbers and amounts.  
LaTina, could we get this from you for February, March and April please? I don't think we need the full statement, if it could just show the Alberta Property Group name, and then the page showing the various rent and utility check numbers and amounts that should be perfect.  
Joseph, I don't need anything from you at the moment, but our covered period ends June 29th so I will be needing the same info from you guys for May and June statements. Just wanted to give you a heads up.  
Thank you both so much for your help with this---please let me know if you have any questions.  
All the best,  
Jenny"*

- Joe will furnish a receipt for reimbursement.

### **Website Update (Jamila Tai):**

- All board members have an @thepoeticjusticefoundation additional email set up for finance and info
- Jae is reaching out to Noah for web design.

### **Foundation Next Steps (Kellie Shaw):**

- Deborah is taking next steps to solidify Poetic Justice foundation
- Kellie is setting up reminders for Attorney
- Graphic artist is sending over logo documents for letterhead.

### **Building Usage (Kellie Shaw and David Ferguson):**

- Leasing two storefronts to cover cost for building. We are waiting for the Waffle Window lease to be up in August to begin construction on building. Going to give Waffle Window first right of refusal for rent space.
- Looking for contractors and architects to begin work in August 1st
- Inquiries so far: daycare, gym, burger joint

### **Building Insurance**

- Hazard Insurance for commercial real estate hasn't been researched, Building can't be insured with low occupancy. David will call AAA rep for Hazard building insurance.

### **Banking Update (David Ferguson)**

- David and Kellie are taking money out of the Umpqua account ASAP to open a new banking account for The PJF. David is making an appt with Chase personal banker. PJF will leave \$20k in reserves for expenses.
- Waiting for update from bookkeeper to change accounts

### **Financial report (David Ferguson)**

- In going over the financial report. Many line item expenses are large and need to be accounted for PERS, COMCAST, OCCUPANCY, etc, we are looking for an accountant to do a deep dive in our finances so that The Poetic Justice Foundation can be positioned for success
- Board is actively looking for an accountant.

- Treasurer, David F will be reaching out to the current bookkeeper Karen Bennett to obtain invoices and bills for cross referencing.

**Meeting Adjournment:** The meeting was adjourned by Kellie Shaw at 8:32pm

**\* Next board meeting will be on 6/18/2020 @6pm**