

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

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

Meeting Held through FaceTime due: Thursday, July 16, 2020

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

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

Approval of Minutes:

- Kellie Shaw moved to approve the June minutes. Jamilla Tai seconded. Vote was unanimously approved and the June minutes were moved into the permanent record.

Waffle Window Offer and Lease Update (Joe Bryan):

- We have notified Waffle Window that we will revisit the lease agreement August 1st.
- David Ferguson proposed a month to month lease with the Waffle Window.
- We already have a month to month agreement with Waffle Window, so no changes need to be made to lease.
- We will continue on a month-to-month basis and the Board will revisit this in 90 days (November 1).
- Joe Bryan will email Waffle Window Friday, July 17th to share this information.

Web Site (Jamilla Tai)

- Jamilla Tai has created a website for PJF-
<https://www.thepoeticjusticefoundation.org/>

- She has created a PJF email address for each of us... THANK YOU JAI!
- Joe Bryan will receive information request emails, at a separate account, set up by Jamilla

Chase Banking (Kellie Shaw):

- Kellie Shaw has ordered cheques for Poetic Justice. They are being mailed to the Alberta Building and are on the way

Plans From Designer (Kellie Shaw and David Ferguson):

- On June 7th David Ferguson received an email from designer Chelsea Rodgers with a PDF of building plans she has rendered on our behalf.
- The plans that Chelsea submitted were not correct- several things that David and Kellie had specifically asked for were not included in the plans. We have agreed to pay her \$1000.00
- Kellie Shaw will email Chelsea Rodger on Monday July 20, telling her that we expect her to render these plans to the specifications we asked for, before receiving payment

Insurance for Building and Board (David Ferguson):

- David Ferguson reached out to AAA and got a list of four insurance brokers earlier today.
- David is reaching out to purchase insurance for both the Alberta building and Poetic Justice Foundation on Monday, July 20. He will notify us by Wednesday July 22, once we have purchased insurance.

Administration Assistant Position (Kellie Shaw):

- Kellie Shaw contacted Joe Bryan and offered him a paid, administrative assistant position. This will be a contract position. Joe will be responsible for withholding taxes and benefits. Joe is very interested.

- This will require Joe stepping down from the board. Joe will attend board meetings as an employee (maybe not as a voting board member depending on legality)
- The position will be 25-30 hours a week, \$3,000 a month, with variable hours.
- This will be a month-to-month arrangement with a six month commitment, beginning September 1.
- Kellie Shaw will reach out to Deborah Dyson for clarification around the legality of keeping Joe Bryan as a board member at large, recusing himself anytime a vote directly affects him.
- Kellie Shaw will be Joe's direct supervisor. She will negotiate a contract with him directly with guidance from Deborah Dyson.

Foundation Next Steps (Kellie Shaw):

- David Ferguson is reaching out to small business owners that he mentors, to develop future relationships with emerging businesses.
- Kellie Shaw proposed building out rooms for shared use (office space, etc.) to be used by smaller scale, community oriented projects.
- Kellie Shaw and David Ferguson are both trying to contact First American Title Co, to change the name on the deed of the building from Trillium Foundation to Poetic Justice Foundation. Kellie may need support from a real estate attorney.
- We will all continue to search for community partnerships.
- We will all continue to look for grant opportunities.
- We have a small debt to PERS that needs to be paid immediately. Kellie Shaw will contact Karen Bennett to set up an ADH and pay this amount.
- Karen Bennett notified Kellie Shaw and Joe Bryan verbally that after she has completed the 2019 audit she will not continue working for PJF as a bookkeeper. Kellie will ask her for a formal letter of resignation.

Meeting Adjournment: The meeting was adjourned at 7:57

*** Next board meeting will be on Thursday, August 13, 2020**