

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

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

Meeting Held through FaceTime due: Thursday, October 8, 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 September minutes into the public record. Jamila seconded. The motion unanimously passed and the minutes will be moved into the public record.

Deed Transfer/Insurance on Building (David Ferguson):

- David contacted real estate attorney James Dowell
- James is contacted former owners of the building to get necessary signatures (members of Alberta Property LLC) on an updated deed, with corrected name on the building's deed
- David will purchase general liability insurance until the deed transfer is complete.
- Kellie suggested ensuring both Trillium Foundation and Poetic Justice Foundation (DBA)
- Sandy will contact and insurance broker to collect bids for insuring the building and our nonprofit

Eastside Remodeling & Construction Inc Change Order (Kellie Shaw):

- Eastside Remodeling & Construction Inc. sent us an invoice with a change order for an additional amount. This is \$51,115.00 more than the original bid.
- Kellie Shaw proposed meeting tomorrow October 10, with Natey, the owner of Eastside Remodeling & Construction Inc. She will negotiate for a 10% discount on the additional change order amount (\$51,115.00). If Natey is unwilling to negotiate she will pay the invoice in full. Jamila seconded. The vote passed unanimously. Kellie Shaw will pay Eastside Remodeling & Construction Inc. up to the full amount of \$51,115.00

Mission Statement/Business Cards/Google Number (Sandy Bacharach)

- Sandy has purchased a Google phone number- G suite isn't available to us
- Sandy set up an email address: thepoeticjusticefoundation@gmail.com
- Our google number is 503-427-8355
- This phone number has been added to the website and all our social media accounts (Instagram, Facebook, Twitter)
- 'Creating sustainable wealth for Black communities through education, outreach and action.'
- Sandy is purchasing 250 business cards from Black owned: rootscollectivemarket.org
- The water bill is now on autopay. Quarterly bill will be addressed to Trillium Foundation in Care of Poetic Justice Foundation
- PJF purchased the property midway through the water billing cycle.
- The previous bill cycle was only for 40 days of service...most recent bill was for 90 days of service. This is why there was a significant increase in cost
- This is an actual quarterly bill with more than 3x water usage from the previous midway cycle.
- This bill showed stormwater fees at, roughly, \$350

- Stormwater fees are based on the impervious area of the property.
- The property was assessed as a 9000 square foot tax lot, so it's being billed based on that amount. Roof is calculated into the square footage
- impervious = water that cannot be absorbed into the ground.

Spire/Access Accounts (Joe Bryan and Sandy Bacharach)

- Sandy is taking over care of the Access Account, maintaining Trillium's remote record keeping for the remainder of the required time
 - i. We would like to pre-pay. We don't anticipate services for the next 6 years. If additional services needed, we could pay at that time.
 - ii. Beth Hartigan wants to know if we'll be dumping all the data at the end of our time and closing out the account. **Yes.**
 - iii. The whole process from now will take about 3 weeks.
 - iv. She's going to do what she needs to do in the next few days and will email Joe and me once it's gone to their legal department.
 - v. Their lawyer will send us a contract so we can see how much it will be each year.
 - vi. Signatory on our end will be Joseph Bryan

- Spire: Trillium Charter School web hosting
 - i. Kellie will pay Spire \$50 for them to get it back online.
 - ii. Get Spire account info...from them.
 - iii. From Spire: How often do updates need to happen?
 - iv. Find out: Who is the domain name for Trillium Charter School and reclaim it to get it onto the wix account?
 - v. Trillium website is offline; trying to pay that (Spire)
 - 10/5/20: currently, there's a big error message on it:
 - Server Error
 - 503
 - Service Temporarily Unavailable
 - The server is temporarily unable to service your request due to maintenance downtime or capacity problems. Please try again later.

Amalfi's Italian Restaurant/Taste of Soul (Jae Tai/Kellie Shaw)

- Amalfi's Italian Restaurant wants to partner for a food giveaway and promotional launch of Poetic Justice Foundation
- We will spend \$2,000 purchasing food from each business
- Kellie Shaw met with the owner of Taste of Soul, an emerging Black, femme owned food cart in North Portland.

PJF Soft Introduction (Kellie Shaw/ All):

- We are spending \$50,000.00 total on this promotion/community outreach project
- We are partnering with four businesses- Joe Brown's Carmel Corn, Kee's Loaded Kitchen, Amalfi's Italian Restaurant and Taste of Soul food cart
- We are offering \$10,000 in gift certificates to people who show up to the promotion, four locations over one weekend in November
- We will either give away gift cards in the amount of \$250.00 each or \$500.00 each
- Sandy will investigate the cost of purchasing gift cards in bulk, which has less tax liability?
- We will also spend an additional \$10,000 (\$2,000.00 per business) on food to give away
- Kellie Shaw proposed a vote: Holding a giveaway on November 13th, 14th, 15th. David seconded. There was one dissenting vote. Jamila prefers to wait longer and distribute the money differently. The motion passed: 3 ayes, 1 nay. We will spend a total of \$50,000 on this promotion: \$40,000 gift cards, \$2,000 in food to each of the four businesses we are partnering with, \$2000 for additional costs.

Meeting Adjournment: The meeting was adjourned at 8:15

*** Next board meeting will be Thursday, November 5th at 6:00- 8:00 PM 2020**