

Raccoon Creek Partnership meeting 3-26-07

Minutes by Jen Bowman

Attendance: Dan Imhoff, Wendy Shields, Constance White, Ben McCament, Mike Schooley, Mary Ann Borch, and Jen Bowman

IRS 501(c)3 application-

Ben presented the application material to the group. The conflict of interest policy was circulated and accepted unanimously by the RCP group. (The State incorporation is official as of Feb. 22, 2007).

ACTION ITEMS -Remaining tasks include:

- 1) IRS tax 1023
- 2) EIN #
- 3) \$300 application fee, we need \$105 - Mary Ann will ask Harry Payne, Ben will ask Chip and Scott.

Send checks to:
Mary Ann Borch
3791 Baker Rd
Albany OH 45701
740-698-2227

- 4) Mike signature

Check signage requirements were reviewed. The Treasurer and Chairman both need to sign checks, however the Secretary can fill-in as the second signatory if needed.

Mail solicitation

The RCP decided to not send money (\$700) to a probably fraudulent company asking for money as a solicitation to all new start up 501(c)3.

Membership

The membership committee put together a list of activities on Feb.22, 2007 pertaining to Membership recruitment, target recruitment groups, membership retention, and membership fees. The group discussed these activities and wants the membership committee to tackle some initial tasks to help the RCP be ready to accept new members quickly. The RCP also proposed a simpler fee structure that is based more on the language the by-laws uses for supporting and general membership.

Fee structure:

Supporting membership

Individual \$15
Bronze (or Arsenic) \$100
Silver (or Mercury) \$500
Gold (or Iron) \$1000

General membership

Organization/entity \$50
Bronze (or Arsenic) \$100
Silver (or Mercury) \$500
Gold (or Iron) \$1000

Anonymous donations are o.k., if the donor doesn't want to be considered either a supporting or general member.

ACTION ITEM - Dan will send letter to OEPA about soliciting General Membership fees for the RCP.

ACTION ITEM -Items the RCP wants the membership committee to develop for review at the next meeting are:

- 1) Vote and decide of fee structure, see recommendations above from the board.
- 2) Membership brochure explaining the fee structure, membership benefits, the mission/vision of RC, major objectives of the group, map, etc....
- 3) Membership package – what would the member receive after giving to the RCP? (email, letter, card, sticker? etc....)
- 4) Mary Ann and Wendy, as part of the finance committee, would like to participate in this membership subcommittee meeting.

Waterloo

Comments from the board pertaining to the Waterloo Educational and Research Facility were discussed. Mike had a list of questions that need clarification, item 2 –valuable consideration, item 4 – other causes specify please, item 5 –septic system responsibility and type, item 11 Acts of God accepted or exempted, sublease vs. partnership – facility use for fee, item III.1 public display and education “furthering the mission of RCP”.

ACTION ITEM (complete) -Ben has already sent a message to Dan Perko about this questions and an email was distributed with his comments.

ACTION ITEM -From further discussions a list of tasks were generated to decide if the RCP wants to move forward with the Waterloo proposition:

- 1) Ben will arrange to get an insurance company to look at or discuss the liability coverage that is proposed in the lease
- 2) Jen will get back to the RCP after meeting with OU faculty and Voinovich Center about signing a lease through OU and listing RCP as a partner.
- 3) Schedule a tour of the facility – COMPLETE the next **RCP meeting is schedule at the facility April 23rd at Waterloo Facility.**
- 4) Ben will have Heike, an attorney, review the lease – COMPLETE Ben circulated emails with her comments.
- 5) Jen will ask about the possibility of having a MBA student group work on a business plan for the RCP.
- 6) Jen will contact Heike and Dan Perko to let them know about OU’s interest in the facility – COMPLETE Jen sent emails to both Dan and Heike following the OU meeting in Friday March 30th.
- 7) Jen will include RCP as a partner in the business plan that the MBA student group is working on for OU – COMPLETE Ben is the representative for RCP to the student group.

Future agenda items

- 1) Membership, Membership, Membership – The RCP wants to get the membership fee structure, brochure, and membership package in place to begin soliciting members.
- 2) Waterloo facility and business/management plan discussions