

**WEST BANK COMMUNITY COALITION
EXECUTIVE COMMITTEE MEETING**

January 7, 2007 – Jennifer Moates residence, 2:00 pm

- I. Call to order – 2:18 pm
Attendance: Board Members: Jim Ruiz, Jean Caron, Jennifer Moates; Laura Silver present taking minutes
- II. Approve agenda
- III. December Minutes – These were submitted to the WBCC Board at the December board meeting. They will remain unapproved because due to the election of new officers, a quorum of the former executive committee member is not present at this meeting.
- IV. Secretary's Report
 - A. Jennifer went to the office with Doris on 1/6/07
 - B. Jennifer will explore getting the phone in the office set up properly
 - C. Jennifer has a few ideas about items that WBCC could purchase
 - D. Asked Jean about his access to the internet for checking email. Jean suggested that he could use a computer in the lab or the one in the office. Jean will make 2 copies of the keys to the office so that all officers can have access to the office.
- V. Treasurer's Report – not present
- VI. Vice President Report – no report
- VII. President's Report
 - A. Received a letter confirming that he has been accepted as a representative of the WBCC to the Central Corridor Community Advisory Committee
 - B. Letter from the West Bank CDC (CDC), Re: Invitation to participate in the Dania Partner's Round Table.
Recommendation: Executive Committee recommends that the WBCC appoint Jim Ruiz as its representative to the Dania Partner's Round Table
 - C. Associated Bank eManager Application – Jim will set things up so all board members, finance committee members and staff can view the activity in the accounts. Only Abia and Jim will have the ability to transfer funds.
 - D. Bridging Communities Grant (from CURA) – was accepted.
 - E. Coalition end of the year purchases – gave a summary of purchases that were made.
 - F. 990 Tax Form for 2005 – letter that the 990 Form for 2005 was late was sent to the CDC office. The form was sent to the IRS. WBCC has for many years not needed to file a 990 but it will need to complete one in 2006 because

contributions will be more than \$25,000 in 2006. Either an accountant or the City will prepare a 990 for 2006. If the City audits the WBCC and NRP, the City will prepare the 990 free of charge. We have not yet heard from the City yet whether they will be doing an audit.

VIII. Old Business

- A. People's Institute for Survival and Beyond – explore a training contract. Executive Committee directed Jim to contract Hashi (who had been delegated to contact the People's Institute) and ask him the status of this and how he would recommend going forward on this issue.
- B. Letter to Organizations – Jean volunteered to hand deliver this letter to organizations in the neighborhood and will work with Abia as others as necessary to generate a list of organizations.
- C. Roger Meyer's Organizational Development Plan for WBCC board, staff and committees – The plan was presented to the officers. The plan will be brought to the January board meeting for discussion, changes and endorsement.

IX. New Business

- A. Thank you letters to area businesses who made contributions for annual meeting. Doris has completed most of these thank you notes but needs information from Abia about what African business made contributions.
- B. Committees – Next month Jim will bring a draft set of guidelines for committees for the executive committee to review, give input on, and recommend to the board
- C. Website – Jennifer will ask Deven to ask Xan for the password and information needed to access the website.
- D. Request from Bridge (Jeremy Stratton) to speak at Board Meeting – Jim will contact Jeremy and tell him he is welcome to come and introduce himself at the Jan board meeting and ask him to draft a set of questions or a survey that he can leave with the board regarding the feedback information he is seeking.
- E. 2007 CPED contract – Jim will work on this with Jennifer and Doris
- F. Signatures required for WBCC check signers – Jim, Jennifer and Jean signed the Account Signature Card form for Associate Bank. This with will be given to Abia to sign and bring to the bank.
- G. Create January Board Meeting Agenda

X. Meeting adjourned at 5:00 pm