

Minutes  
WEST BANK COMMUNITY COALITION  
EXECUTIVE COMMITTEE MEETING  
Sunday, February 11, 2007  
10:00 a.m., Jennifer Moates residence

1. Call to Order – 10:19 am
2. Approve Agenda
3. Approved January Minutes
4. Secretary's Report – no report
5. Treasurer's Report – will email Bob Cooper next week about using the online scans for the WBCC financial records instead of receiving the original cancelled checks. The WBCC is charged \$5 month for the cancelled checks.
6. President's Report
  - A. Purchased new checks from Delux checks.
  - B. League of Women Voters will be sending an honorarium request soon. This honorarium is for the volunteer tellers during the 2006 Annual Meeting election.
  - C. CPED Contract is complete, 2007 CIP funds deposited.
  - D. Signers have been updated at the bank.
  - E. Jim is still working on working on committee information.
  - F. Jennifer Bleven's email re: NRP Housing Program Guidelines. Jim described Jennifer's email and announced that he will be forwarding it to the entire board.
  - G. Central Corridor letters (CRBA, CDC). Jim has been approached both by CRBA and the Dania Partners to co-sign a letter with them. Has not been given letters yet but will probably be doing that in the next couple of weeks.
  - H. CURA grant. Jim, Abia, Deb and Laura had a first planning meeting (Chris was absent). Abia and Jim will be working on preparing materials before approaching (Somali, Oromo, Korean, Vietnamese, and Latino) groups in the neighborhood.
7. Old Business
  - A. Last year there was a recommendation to the board to explore a training contract with the People's Institute for Survival and Beyond regarding unlearning racism/cultural sensitivity. Jim still needs to contact Hashi regarding the status of this.
  - B. Letter to Organizations – Jean is still working on this and will need help generating a list of organizations.
  - C. Roger Meyer's Organizational Development Plan
    - a. Planning committee appointees – The NRP steering committee has appointed Rosemary and John. Jim and Doris will be the WBCC's representatives. Jennifer may be willing to replace Jim once there is more information about expectations.
    - b. Tax forms. Laura and Abia will do internet research. Abia will stop by the IRS office downtown and inquire further if necessary.
  - D. Jim will email the template for Thank you letters to businesses who made donations to the 2006 Annual Meeting. Abia will use this to create and deliver letters to the Somali businesses. Doris has offered to create a flyer to be hung up in businesses that will contain information about the WBCC and thanking the businesses that made donations to the WBCC Annual meeting.
8. New Business

Approved 3/11/07

- A. Alternate to Small Area Committee (to replace Xan) – This will be brought up at the February board meeting.
- B. Worker’s Compensation Insurance Policy – Deven has all the necessary information she needs. There is no need to make a copy for NRP.
- C. Computer Usage (Jennifer Moates’s suggestion) – The Executive Committee recommends that the WBCC not lend out the laptop for committee meetings and recommends that the NRP steering committee purchase their own computer if necessary.
- D. Unemployment Insurance – Jim will contact the NRP steering committee and verify that this has happened and ask for the relevant information.
- E. Change to Financial Policy Segregation of Duties – The financial committee recommends changes to the Segregation of Duties to reflect that the NRP Director and the WBCC treasurer will prepare financial statements.
- F. Quickbooks Training – Abia and Jennifer will get training from Deb Wolking.
- G. Hiring Policies – Robert Metcalf has sent out recommendations for changes to the Hiring Policies to the entire board. Regarding the current NRP director search, WBCC will make appoints based on more information from NRP regarding the timeline and interview schedule.
- H. Letterhead – all taken care of by Jen.
- I. Website – Jen will contact Xan.
- J. Keys (access to NRP office space) – Jim will ask Rhonda for a key to the NRP office.
- K. File cabinet – Jennifer will donate her old file cabinet to the WBCC.
- L. Phone – Jen will contact Deven and inquire about how the phone and voice mail works.
- M. Create February Board Agenda (2/17/07)

8. Adjournment