

Tehama Together
Executive Committee Minutes
June 17, 2009

Call to Order: Lupe Green called the meeting of the Tehama Together Executive Committee to order on June 17, 2009 at 1:06 pm held at Business Connections at 332 Pine Street, Red Bluff, CA 96080.

Present: Nan Renish, Orle Jackson, Lupe Green, Chris Pritchard, Mary Shaver Hobie, Colleen Sheehan, Jerry Swart

Absent: Kathy Moore, Gregg Gillies

Introductions:

Lupe Green opened the meeting by asking everyone to introduce themselves.

Additions to the Agenda:

Lupe asked if there were any additions to the agenda. Colleen Sheehan asked that approval of the minutes be added to the agenda. Chris Pritchard asked that the discussion of the Tehama Together Mission Statement be added to the agenda. Lupe asked for an update to the grange be added to the agenda. Lupe asked if there was a motion to accept the additions to the agenda, Chris so moved and it was seconded and approved. The additions were added to the agenda.

Announcements:

Sign In Sheet:

Lupe made sure everyone signed the sign in sheet.

Information Card:

Lupe gave Orle Jackson some of the information cards she had been holding for the group. She said this would insure that there would be cards available when a new person appears at a meeting. Mary Shaver Hobi asked for a card to complete, although she had given her information to Orle at another meeting.

Summer Meeting Schedule:

Lupe said she was very glad that Orle was including the summer meeting schedule in the agenda.

Potluck General Meetings: – July 6, August 10, (6 PM) at Red Bluff Recreation Area

General Meetings: – June 22 AT 13245 Highway 99E at 1 pm, July 20, August 24 (1 PM) at Business Connections, 332 Pine Street

Executive Meetings: – July 1, July 15, August 5, August 19 – (1 PM) at Business Connections, 332 Pine Street

Elder Services Coordination Council:

Orle said the Elder Services Coordinating Council had included him on their agenda for July 22, 2009. Orle mentioned that it would be a good idea if a couple of people from the Executive Committee went with him to the meeting on that date. Lupe asked if anyone could go to the meeting but no one volunteered. Lupe said she could probably put it on her calendar. Orle said he was more concerned with the Community Action Agency meeting that was to be held the next day.

Community Action Agency:

Orle said he was on the Community Action Agency's agenda for June 18, 2009. He would like someone to go with him so Lupe and Colleen volunteered. Orle asked if any of the group knew any of the people on the Community Action Agency agenda. A few in the group knew some of the people.

Lupe asked Mary if Tehama Together might use her Neighbor's without Border's 501 (c) (3) status in order to file for a grant pending through the Community Action Agency. She said this grant would be used for a community garden. Mary said she would have to check with her partner to see if that would be possible. She did say that the address of the Neighbors without Borders was in San Rafael and she wondered if that would make a difference. Lupe said she did not think so. Mary questioned whether she would have help with putting the information together. Mary wanted to be sure that all the reports would be done through Tehama Together. Lupe assured Mary that Tehama Together would do all the work and submit it to Mary for submission. Lupe said she had overseen huge grants in the past and she assured Mary she knew how to do it. Mary said she did not anticipate any problems but she would check with her partner before she gave the ok. Chris asked if there was a timeline on submitting the application and Lupe said there was not a timeline as of right now. Orle said they would probably have more information to report after the meeting scheduled for the next day. Mary asked Lupe to find out what kind of information they needed, i.e. how many members, etc.

Web Site Update:

Lupe announced that the Tehama Together website was down over the weekend and she said she was concerned that the public would not be able to access the site. Lupe contacted the website and then informed Ashley Stewartwall (webmaster). Lupe

said she had had no response from the website. Colleen felt that the Webmaster should have been consulted first and this brought up an exchange between Colleen and Lupe. One of the concerns that came from the discussion was how the website was being funded. It was decided among the group that Ashley should be compensated for the website if there was a fee. After much discussion about protocol, appropriate tone and expression in a committee meeting the group moved on to other business.

Approval of Minutes:

There was a motion to approve the minutes for the June 3, 2009 Executive Committee meeting. The motion was seconded and approved by the committee.

Colleen told the committee that she had started to write up a procedure as to how the minutes were handled, but she found it confusing, so she said she would need more clarification before she proceeded with the description of the procedure to be included in the policies and procedures for Tehama Together.

Colleen said the minutes for the General Committee meeting on May 27, 2009 had been approved by the Executive Committee in error and were now posted as approved on the website forum. She said she realized that was an error because the General Committee should have approved the minutes. She said those minutes had not been approved by the General Committee and it was agreed that they would be approved at the June 8, 2009 meeting.

At this time Lupe called for a five minute break.

Unfinished Business:

Application for 501 (c) (3):

Lupe reopened the meeting by asking the group what the status was of the 501 (c) (3) discussion that came out of the General Committee meeting on 6-8-09. Mary said she had brought her Neighbors without Borders documents to use as an example for the group. Mary asked if the group had their copy of the Tehama Together Articles of Incorporation. Orle said Colleen had given all the information to him but he did not have it with him. Lupe said it would be good if they could keep the copies of Mary's documents and use them for a model.

Mary thought it would be helpful to read the Articles aloud and have the group give their input since they were short. She suggested someone keep notes as to how it pertained to Tehama Together. Mary and the group went over each section of her articles to get an idea of what should be included in the Tehama Together Articles of Incorporation. Mary assured the group that if there were some errors in the submission of the Articles, they should not become concerned. She said all the group would have to do was resubmit them with the corrections.

There was some discussion as to how to submit a list of responsible persons, i.e. Board of Directors and who would be the agent for the 501 (c) (3). Colleen had been the person/agent the group was going to use but since she had resigned, she wanted to be sure that this subject be addressed.

Orle asked Colleen about the Tehama Together name reservation and Colleen said it was good until sometime in the early part of August. Orle wanted to be sure the committee was referring to the original officers and not the perspective Board of Directors to be identified later. A discussion followed as to what

responsibility the Board of Directors would have. Mary said the people that would be listed would be the owner's of the corporation. Mary thought the group might need a nonprofit attorney to answer some of the questions that would come up.

Lupe said some of the questions to be answered were i.e., what does it mean to have an agent, what are the responsibilities of the board and what are the responsibilities of the officers of the corporation.

There was some discussion about bylaws and the need to be flexible, but clear, as to what the purpose of the organization would be, so that in the future the purpose of the organization is not changed. Mary said she did not have a copy of Neighbors without Borders Bylaws with her. Lupe said that she now had access to a copy of bylaws the group could use as a model.

There was a brief discussion as to what it would cost to submit the Articles but there was no resolution since the group was not sure.

Lupe asked volunteers to form a 501 (c) (3) committee of two to put together what the group has already worked on and to complete the documents needed to submit the application. She asked that the committee bring the results to the next executive meeting. Lupe and Orle volunteered to form the 501 (c) (3) committee. They agreed to bring the results back to the group at the next Executive Meeting.

There was a concern that the committee should be sure and use the updated nonprofit book and Orle said he had that book at home. Lupe asked for a motion to that effect and Chris made the motion that Lupe and Orle form the committee to work on a draft of the 501(c) (3) documents and bring them back to the committee at the next executive meeting, which was July 1, 2009. Lupe

suggested that they might even put them on the website. The motion was seconded and approved.

Lupe said the next item to be discussed was the proposed mission statement that Mary had revised at the last General Committee meeting. Mary said she was good at editing and that at anytime the committee needed help on any of the documents they could call her. The statement was read and Colleen moved that the group adopt the statement as the official Mission Statement of Tehama County. It was seconded and Lupe asked if there was any discussion before the vote.

After some discussion, the following is the revised Mission Statement; Tehama Together provides an environment that serves the needs of Tehama County residents working together as a community through networking, educating and volunteering. Lupe asked if there was any more discussion and Mary said it was always subject to change as the group worked on the documents. The motion was voted on and approved. Lupe thanked Mary for her input and help in finally getting the Mission Statement completed.

Chris again asked for clarification as to who would be added as the officers and board of directors. Lupe said her committee would probably come back to the Executive Committee with a list of questions to be answered and that would most likely be one of them. Orle asked if anyone had heard from Don Gerber and Lupe said she had sent him an e-mail but had not heard back from him.

Mary had to leave the meeting early because she had a prior commitment. Mary said she would speak to her partner about the grant issue and the use of their 501 (c) (3) and get back to the group as soon as possible.

Facility Explorations:

Lupe asked Chris if she had anything to report on the properties she was to look into and Chris said she had no information. Lupe said she also would have more information concerning the facility she has been exploring at a later date.

Lupe mentioned that the coffee house on North Main Street went out of business and it was too bad the group had not known about that at the time. Chris said she knew the owners and she felt the space was too small for what Tehama Together had in mind.

Orle said he would like the committee to think about writing down their ideas of what they want in a facility, i.e., parking places, square feet, etc. Lupe asked Chris if she would be willing to put a concept together and Chris agreed. Lupe said it could be just a starting point that would help in the discussion of a facility.

Field to Fork Participation:

Chris said she received information from Kathy Moore and Lupe pointed out the poster Orle had brought in that gave the closing date for the submission of applications for co-sponsors. It appeared that it was too late for Tehama Together to participate as co-sponsors of the event. Chris said that Kathy had not responded about cosponsoring. The information that Chris received from Kathy was where to set up in the park, that there was no cost to participate, what they had to provide as far as chairs, tables, etc., and that they had to set up by 9:30 am stay until 4 pm.

She said they were expecting 400 to 500 people and Chris said she would volunteer to set up and be there all day. Colleen said she would also be there with Chris.

Lupe wondered if the committee was prepared to participate in this event. She wanted to know what kinds of things the group had to give out to the public in the way of information about Tehama Together. Lupe said she had a few handouts that she had come across they might use. Lupe suggested the group could put together a brochure or a quarter sheet that had Tehama Together, the website and the mission statement on it, along with the four specific items that the group was involved with. Chris said she could do a brochure if she had enough time. Orle said he would rather see the group give out Tehama Together's information rather than someone else's articles. Lupe suggested that if the logistics were right they could have a laptop at the site and show the public the Tehama Together website. Nan said she had one but it did not have batteries. Chris said that would be a power source there but she was not sure how close they would set up to one. Lupe said she had extension cords she would make available. Orle said he thought it was important to get a sign up sheet so names could be collected from the people who were interested in the community garden and the group itself.

Chris asked volunteers to help her on that day and Orle, Nan and Lupe said they would volunteer to help Chris during part of the day. Chris suggested that Colleen might take care of Chris and Ashley's children so Ashley could be there to help Chris with setting up and to handle the website.

Orle wondered if Chris had somewhere to hang up the poster he received from the Farmer's Market advertising the Food to Fork event. Chris said she would find a spot. Lupe asked if Chris could do a draft of the brochure and get it out to the committee. Lupe also wanted to be sure that someone at the event would go

around and get all the information from the different booths that are attending the event.

Orle said that as he attends the Farmer's Markets he talks to the various vendors and he has found that about 75% of them are from out of the area. Lupe asked if they were within the 100-mile range and Orle said yes, but from places like Susanville. He said there were very few locally and Lupe agreed there were not very many local producers in the area that come to the markets.

Secretary/Treasurer Positions:

Lupe said she had thought about recommending Danna Swenenberg for Secretary. Colleen said she thought she would be a wonderful choice but that she was out of town often. Lupe said she would ask her. Lupe asked for any other recommendations. Colleen said she was leaving the recorder with the group and felt that they would at least have that for a record of the meetings. Lupe asked everyone to go over their mailing list to see if there was anyone that might be a prospect for Secretary.

Orle said he had been thinking that the group needed to do an e-mail updating the people on the list of what Tehama Together's current needs were. He thought it would be beneficial to make the e-mail more personal and that it might help get the people more involved with Tehama Together. Lupe said she would make a draft of an e-mail and send it out to the executive committee for approval by that evening. She said she would also send out the announcement to the newspaper, or she said she could have it done by Friday.

Colleen said that she had turned over all the information and referral books to Orle and she now wanted to turn over the money since she had been holding it for the treasurer. She said her last official meeting would be June 22, 2009 and she said would

complete those minutes for the group. Colleen said she would officially turn over the binders that hold the minutes on that date.

New Business:

Plan for June 22nd Community Garden Meeting:

There was some concern about who would facilitate the General Committee Community Garden meeting on June 22, 2009. Kathy Moore, Chair of the Natural Foods Market, had been very busy with the Food to Fork Event put on by Slow Foods and had not been able to attend many of the Tehama Together Committee meetings. Lupe said she would not mind facilitating the meeting and she wondered if anyone had seen the twelve page article she posted on the Tehama Together website regarding how to organize a community garden. She said it was a very good master list as to what the group needs to do. Lupe felt at the meeting the group could form a committee, get some action ideas, come back, and work on it.

Lupe said she felt the June 22 meeting would be a good meeting because she was going to invite the community relation's representative from Rolling Hills Casino who wants to give the group some money. She said she might even put that announcement in the e-mail she sends to everyone.

Orle wondered if Chris might be able to have the brochure done by the meeting on the 22nd. Chris said it had to go to print and she was not sure if there was enough time. Orle asked Chris if she could do a flyer for his meeting at the Community Action Agency for the next day and Chris said she would see what she could do. Chris said she did not think Orle needed any visuals because she felt he was so eloquent. She reminded the group about the presentation Orle made at one of the first general meeting potlucks that wowed the crowd. Nan said it was good to

remember that people take in information in different ways. She said some are talkers and some are more visual. She felt it was good to have some sort of a handout when a presentation is made for the people who are more visually oriented. It was agreed that Chris would make up a flyer and forward it to Orle so he could get copies made before the meeting.

Lupe said that she and Orle needed to do the agenda for the meeting. Since the meeting would be at Chris' home she said she would put up the canopy over some of the garden area and put out chairs. She said she would serve coffee and she understood that Lupe would facilitate. Lupe asked Colleen to send out an e-mail to the entire Tehama Together list and include the General Committee Minutes for May 27, and June 8, 2009. Lupe said that this would allow the minutes to be approved at the June 22 meeting.

Orle said he thought there should be an action oriented plan for the June 22 meeting. Lupe and Chris both agreed there was enough to do at that meeting without having special presentations. Orle wondered if they needed to reach out to the key garden people in the community and Lupe said the e-mail would be going out to the group on the Tehama Together list.

Agenda Items for June, July and August:

Orle went over some of the items already on the agenda list such as, 501 (c) (3) planning, community garden planning, and the next potluck on July 6. Colleen gave Lupe a copy of the calendar that Orle had handed out at the general meeting. Chris suggested that at the next potluck meeting the group would most likely be discussing the community garden. Chris asked in which meeting were the Articles of Incorporation and Bylaws to be discussed. Orle said that would happen in the Executive Committee meeting on July 1. Lupe suggested that the committee send out an e-mail to the entire Executive Committee asking for their input to the calendar.

Lupe said she would also ask everyone at the next General Committee meeting.

Development of Brochure:

Since the issue of the brochure was discussed earlier, there was only an update discussion at this time. Chris reminded the group that she was making a post card not a brochure for the Field to Fork event.

Bank Account, P.O. Box, Phone:

Orle said he thought the committee should go ahead and open a bank account. He was concerned about the checks that had been written some time ago and that these checks should be cashed soon. A motion was made that a bank account would be opened at the Cornerstone bank and that Chris Pritchard and Orle Jackson would be the signers on the account.

Colleen used this time to turn over the money that she had been holding for the group since the Interim Treasurer Don Gerber was out of town.

Orle suggested that Tehama Together should have a P.O. Box and Lupe asked him if he would take care of that. Orle also thought that the group needed its own telephone number but it was decided to hold off on getting a telephone at this time. Lupe said her phone number would not be available while she was out of town from August 15 to August 30.

Adjournment:

The meeting adjourned at 2:55 PM.