

Providence Foundation of North Dakota

Meeting of the Board of Directors

2126 Vista Ave, Arnegard, ND 58835

Friday, January 19, 2024 12:00pm

Lunch will be provided

Agenda

Call to Order

Roll Call

Appoint Temporary Chair and Secretary

New Business

- 1. Report on Filing of Articles of Incorporation**
- 2. Adoption of Bylaws**
- 3. Appointment of Officers**
- 4. Designate Principal Office**
- 5. Designate Signers to the Corporate Bank Account**
- 6. File for Tax Exemption**
- 7. File Required State Reports**
- 8. Set quarterly board meeting dates/times/location**

Providence Foundation Board Meeting Minutes

Friday, January 19, 2024, 12:00 PM

2126 Vista Ave, Arnegard, ND 58835

Call to Order: 12:04 PM

Roll Call: Jeff Meyer, Justin Voll, Jonathan Layne, Morgan Kerber, McKenzie McCoy

A motion was made by McKenzie to appoint Jonathan as temporary Chair. Justin seconded. Motion carried.

A motion was made by Justin to appoint McKenzie as temporary Secretary. Jonathan seconded. Motion carried.

New Business

1. **Report on Filing of Articles of Incorporation:** Jonathan reported that Silverman Law Offices filed Articles of Incorporation and all appropriate paperwork and reports to the state of ND and the IRS for the formation and exemption status of the foundation.
2. **Adoption of By-laws:** By-laws were reviewed and discussed; Jeff made a motion to adopt the by-laws. Morgan seconded. Motion carried.
3. **Appointment of Officers:** Jonathan was appointed President per the by-laws for a term of 6-12 months. A motion was made to appoint Morgan Kerber as Vice President by Justin. Seconded by Jonathan. Motion carried. A motion was made to appoint McKenzie as interim Secretary/Treasurer by Jonathan. Justin seconded. Motion carried. Once an additional board member is installed, McKenzie will hand over duties to create separation of duties between her role as Foundation Director, Board Secretary, and Board Treasurer.
4. **Principle Address:** A motion was made by Jonathan to make the principle address of the foundation, 2126 Vista Avenue, Arnegard, ND 58835 and to direct McKenzie to open a PO Box in the name of Providence Foundation of North Dakota at the Watford City Post Office. Seconded by Justin. Motion carried.
5. **Bank Account Signers:** A motion was made by Justin to keep Jonathan as a signer on the bank account and add McKenzie McCoy as a signer to the bank account. Morgan seconded. Motion carried.
6. **File for Tax Exemption:** Jonathan reported that Multistate Tax Resources filed Form 1023 on 12/15/2023.
7. **File Required State Reports:** Jonathan reported that Silverman Law Office and Multistate Tax Resources filed all appropriate state reports for formation.
8. **Set quarterly board meeting date and time:** Quarterly board meetings will be the third Friday of the first month of every quarter at noon at 2126 Vista Avenue, Arnegard, ND 58835.
 - a. **Quarter 2 2024:** Friday, April 19, 2024
 - b. **Quarter 3 2024:** Friday, July 19, 2024
 - c. **Quarter 4 2024:** Friday, October 18, 2024
9. **Expense Reimbursement Approvals:** A motion was made by Jeff to reimburse Jonathan \$5,900 for legal and accounting expenses incurred setting up the foundation. Motion carried. Jonathan made a motion to reimburse McKenzie the board \$57.97 for the cost of food for the board meeting. Morgan seconded. Motion carried.

Meeting Adjourned at 1:08pm.

Submitted by,


McKenzie McCoy, Interim Secretary

Providence Foundation of North Dakota

Meeting of the Board of Directors
2126 Vista Ave, Arnegard, ND 58835
Thursday, April 15, 2024, 12:00pm
Lunch will be provided.

Agenda

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes

President's Report

Treasurer's Report

Old Business

- 1. File for Tax Exemption**
- 2. Individual Grant Applications**
- 3. Website**
- 4. Grants in process**
- 5. Events – Gazebo Dedication**
- 6. Fundraising**
- 7. Education/Community Engagement**

New Business

Providence Foundation of North Dakota

Approved Meeting Minutes

Meeting of the Board of Directors
2126 Vista Ave, Arnegard, ND 58835
Thursday, April 18, 2024, 12:00pm

Call to Order – 12:09pm

Roll Call: Justin Voll, Jeff Meyer, Jonathan Layne, Morgan Layne, McKenzie McCoy

Approval of Agenda: Jonathan made motion to approve the agenda, Morgan seconded. Motion carried.

Approval of Minutes: Justin made motion to approve minutes, Jonathan seconded. Motion carried.

President's Report

Jonathan updated the BOD about the holding pattern that we are in until the BOD finishes establishing the grant application and guidelines.

Treasurer's Report

See attached financial reports

Old Business

1. **File for Tax Exemption** – still pending.

New Business

1. Grant Application Process

For 2024 PF will focus on building and rolling out the individual grant program; Small and Major grants programming will be brought on in 2025-2026 at the BOD's discretion and as the financial position of PF can sustain/support additional grant requests. Jonathan made a motion to set the minimum balance of the checking account to be \$50,000. Morgan seconded. Motion carried.

Morgan and McKenzie will be working on the individual grant guidelines, scoring, priority of needs, funding process, verification of individual, verification of presence in treatment, etc.

2. **Website:** need the grant information/application process
3. **Grants in process:** ND Community Grants (Minot and Otto Bremer Trust) applications submitted; Live First application submitted; Gibbons Memorial Grant – submit this week; United Way Williston and Minot in process, Amber at PH-Minot working on these; ND Cares Spark grants for Fall funding cycle on deck.
4. **Events – Gazebo Dedication:** Wednesday, June 12, 2024, Luncheon from 11am – 1 pm; McKenzie will let Running Free know; still need the firepit, the dedication plaques and the Pathway to Recovery completed.
5. **Fundraising – Pathway to Recovery:** this will stay a PH advertising campaign.
6. **Education/Community Engagement:** Once grant application process is approved, Jonnie will start statewide awareness trip, scheduling meet and greets with other civic organizations in the area, etc.

The meeting adjourned at 1:10pm.

Submitted,



McKenzie McCoy
Secretary