



## June 4, 2014 Meeting Minutes

The meeting was called to order at 11:30 a.m.

Those in attendance are confirmed in the table below

Members present: Andre Hutson, Mohamed Elnabtity, MD, Becky Goodwin, Dan Kreft, Kim Neir, Vernon Richard, Sarah Sackrider, Julie Tadgerson, Nichole Tilma

### I. Welcome

#### A. Present Executive Committee

1. Andre introduced the executive committee.
2. Andre Hutson, President
3. Sarah Sackrider, Vice President
4. Nichole Tilma, Secretary
5. Please refer to the by laws for job responsibilities.

#### B. Introduce Intern (Ashley)

1. Ashley Noll is a student from Michigan State University.
2. She will dedicate 10 hours week to the foundation.
3. Main Responsibilities
  1. Develop a grant calendar
  2. Facebook
  3. Create and update the page
  4. Set up a hoot suite account to schedule status updates
  5. Research and accumulate status updates that promote an active life style through health, fitness and educational information.
  6. Goal is to have 60 of status updates archived
  7. Website
    - a. Create content when needed.
    - b. Update content when needed.

## II. Approval of Minutes

- A. Sackrider requested a motion to approve the March minutes.
- B. 1<sup>st</sup> motion by Kreft.
- C. 2<sup>nd</sup> motion by Tadgerson.
- D. There was not discussion regarding the minutes.

## III. Board of Director

### A. Conflict of Interest Statement

1. Conflict of Interest Statements were emailed to the board.
2. Forms were collected at the meeting.
3. Tilma will contact the board members not present at the meeting to collect their forms.

### B. Term of Service

1. Ashley will send out an email to request term of service.
2. Tilma suggested using Doodle to collect information.

### C. Introduce Mission

1. To improve the quality of life for individuals by promoting an active lifestyle through health, fitness and education.

### D. Approval of Bylaws

1. Sarah Sackrider requested a motion to approve the bylaws
2. 1<sup>st</sup> motion Kreft
3. 2<sup>nd</sup> by Elnabtity

## IV. Update

### A. 501(c)(3) status (grants)

1. The foundation will be exempt from federal taxes.
2. Legal counsel will be contacted to review paperwork.
3. Projected date of filing application is June 15, 2014.
4. Once paper work is filed, it is considered pending.
5. The application can be pending for 6 – 18 months.
6. Neir will contact Sam Sing to investigate how to move application process along.
7. Fiscal year is October 1- September 30

## B. Youth Council/Advisory Board

1. Neir reported that she has reached out to Andy Wells to help with the youth concept for foundation.
2. Made up of 10 -15 youth.
3. Made up of 7<sup>th</sup> graders – 12 graders.
4. Members will be hand picked for the first year.
5. Four scheduled meetings a year (Fall, Spring, Winter, Summer)

## C. Golf Fore Kids Program

### 1. Description

1. The Conquest Health and Fitness Foundation's Golf Fore Kids program offers a non-competitive opportunity to learn golf skill techniques, basic rules, etiquette and fundamentals from golf professionals.
2. The participants will discover the health and fitness benefits of golf while having fun.
3. The program is offered for youth ages 6-18.

### 2. Durations

1. 6 weeks long
2. Starts June 18
3. 6-12 years – 6:00 p.m. – 7:00 p.m.
4. 13 – 18 years – 7:00 p.m. – 8:00 p.m.
5. The activity is free and no equipment is necessary.

### 3. Eagle Eye Contact

1. Coss is the main contact for the golf program from Eagle Eye.
2. Two golf professionals will coordinate the program.

### 4. Registration

1. Registration will be limited to 25 participants total.
2. The golf program will limit registrations to four school districts; Bath, DeWitt, East Lansing and Laingsburg.
3. The acceptance process has not been determined.

### 5. Donations

1. Donations are needed for snacks and beverages.

6. Hutson reported that he is working with Dr. Pepper/Pepsi to secure beverages.
7. Hutson is also trying to get Sam's Club to donate.
8. Coss is working with NIKE to possible provide hats, balls and shirts.
9. Board members can send all sponsor leads to Kim Neir.

#### D. Marketing

1. Neir will email the registration form to the four school districts.
2. Goodwin volunteered to send the registration form to her email list of Bath youth.
3. Goodwin recommended sending to registration form to DARA (Dewitt Recreation Authority)
4. Tadgeerson volunteered to write a press release for the program.
5. The program will also be shared on Facebook
6. The board will have the option to share on their Facebook page as well.
7. Tilma will email registration form to the board.

#### E. Volunteers

##### F. Two volunteers will be need at each weekly session.

1. Interns will fill one spot.
2. Board members will be asked to fill the other spots.

#### G. Responsibilities

1. The volunteers will be needed to help with kids, snacks and registration.

### V. Marketing

#### A. Logo

1. The logo has been finalized.

#### B. Website

1. The website has been set up on Weebly.
2. Domain has been purchased [www.chffoundation.org](http://www.chffoundation.org)
3. Tilma will email website link to the board to view.
4. Hutson to set up Pay Pal account.
5. The goal is to have the website live by June 13.

### C. Social Media

1. Tilma is scheduled to meet Noll to set up page.
2. The goal is to have the page live by June 13.

## VI. Future Programs and Fundraising Roundtable Discussion

### A. Bowling Classic

1. Recommended to be a winter event.
2. It was determined that the classic will be a fundraiser not a children's event.
3. Recommended to have area businesses sponsor lanes.
4. Andre suggested holding event in January when MSU Basketball has their annual reunion so we can gain access to these athletes for participation.
5. Celebrity captains
  1. Local area celebrities
  2. Past, present MSU athletes
6. Local CEO's of corporations

### B. Annual summer event

1. Children's event – Field Day
2. Traditional family games
3. Competitive challenges
4. Prizes will be awarded
5. Talked about bringing in coaches and athletes to participate in the sporting challenges
6. Neir suggested coming up with a committee to help organize the event
7. A lot of students stay at school for the first summer session, so holding the event in June could generate some volunteers
8. Kids that do not participate can design and create masks to be auctioned off at Masquerade Ball
9. Masquerade Ball Fundraiser
  1. Fundraiser the same night as field day
  2. Silent Auction
  3. Formal event

Meeting was adjourned at 1:04 p.m.