

**Jamaican Mission Program
Board of Directors Meeting
March 18, 2008**

Directors Present: Bryan Myers, Nichole Myers, Lindsey Olson, Micah Nee-Piaseki, Jenna Gander-Sebranek, Terry Sebranek, and Cindy Olson.

Directors Absent: Rob Wanless and Linda Wanless

Agenda:

- Organization Name Discussion
- Nomination and Election of Officers
- Official Name Designation
- Mission Statement
- Organization Motto
- Organization Objectives
- Meeting Schedule
- Organization By-Laws
- Non-Profit Status
- Fundraising
- Advertising Methods
- Checking Account
- Next Meeting Date
- Future Agenda Items
- Adjourn

1. **Organization Name:** Members present offered suggestions for the official name of this organization. Micah indicated that this group should have it's own identity, distinct from Mission Jamaica. All were in agreement that the word "Jamaica" must be in the title. Suggestions offered were: Jamaican Mission Program, Volunteer Jamaica, and Help Jamaica.
2. **Nomination and Election of Officers:** To be an official organization, a Board of Directors must be created. The Board of Directors shall be made up of four official offices: President, Vice-President, Treasurer, and Secretary. The President is responsible for setting the agenda of each meeting and facilitating each meeting. In the event that the President is unable to fulfill his/her duty, the Vice-President shall assume the role of the President. The Treasurer shall maintain the organization's funds and report such to the Board at each meeting. The Secretary shall record each meeting and maintain a file containing all of the organization's documents.

The organization membership consists of all present at this meeting. All members agreed that if Rob Wanless and Linda Wanless wish to become members of this organization, they are invited to do so.

In order for any action to be taken at a meeting, at least 51% of the voting members must be present to have a quorum.

It was determined that each organization member shall serve a three year staggered term. For the initial term, men will serve a membership to this organization for three years (current term expires May 2011) and women will serve for two years (current term expires May 2010). After this initial term

length of two years for women, new members will be brought in at a three year term, regardless of sex. Offices will be re-elected annually.

Elections of officers and new membership acceptance will be held in May of each year.

Offices were nominated and nominations were accepted as follows:

President: Bryan Myers

Vice President: Jenna Gander-Sebranek

Treasurer: Terry Sebranek

Secretary: Nichole Myers

A motion was made by Bryan to accept the nomination of officers. The motion was seconded by Michah. All in favor. Motion carried.

- 3. Official Name Designation:** After further discussion, it was determined that the name of this organization will be the *Jamaican Mission Program*. The acronym for the Jamaican Mission Program shall be JMP.

A motion was made by Terry to accept this as the name of the organization. The motion was seconded by Jenna. All in favor. Motion carried.

- 4. Mission Statement:** Discussion was held regarding the mission statement for the Jamaican Mission Program. The goal of this group is to support local groups or individuals financially or logistically so that they may participate in mission experiences in Jamaica. To summarize this sentiment, it was determined that the following will be the mission statement for the Jamaican Mission Program:

Provide financial and logistical support to local individuals and groups interested in volunteering and performing mission work in Jamaica.

A motion was made by Lindsey to accept the proposed mission statement. The motion was seconded by Cindy. All in favor. Motion carried.

- 5. Organization Motto:** Discussion was held regarding an organization motto or slogan. It was felt that since a motto or slogan are used to market a product, it should be attention getting. The proposed JMP motto is:

A vacation with a purpose.

A motion was made by Cindy to accept the proposed motto. The motion was seconded by Lindsey. All in favor. Motion carried.

- 6. Organization Objectives:** Working together, the following objectives for the Jamaican Mission Program were developed by the JMP members.
- Improve the living condition and lives of children in Jamaica.
 - Raise awareness of the conditions of orphanages in Jamaica.
 - Organize and conduct fundraiser to support activities in Jamaica.
 - Help volunteers enjoy and appreciate the beauty and culture of Jamaica.
 - Coordinate transportation, lodging, and supplies for volunteers while in Jamaica.

A motion was made by Terry to accept the proposed objectives. The motion was seconded by Cindy. All in favor. Motion carried.

- 7. Meeting Schedule:** It was determined that the JMP will meet the third Tuesday of each month at the White House. Members may meet at 6:30 PM for dinner. The meeting shall start at 7:00 PM.
- 8. Organization By-Laws:** Bryan will prepare and present a draft of the by-laws at the April meeting.
- 9. Non-Profit Status:** Discussion was held to determine if the JMP should pursue their own non-profit designation or partner with another organization in the community that already has their own 501.3(c) designation. Overall, the members felt that the organization would be happier with their own status instead of working with another group. It was noted that Rob and Linda Wanless were checking into partnering with some existing groups. At this time, a decision to proceed with obtaining individual non-profit designation has tabled until a report from Rob and Linda can be heard.

In the meantime, Bryan will obtain information regarding filing for a non-profit designation and will present the prepared information at the April meeting. In the event that the JMP chooses to seek its own designation, the paper work will be prepared for filing.

A motion was made by Bryan to proceed with obtaining detailed information regarding filing for individual non-profit status. The motion was seconded by Terry. All in favor. Motion carried.

- 10. Fundraising:** The members present brainstormed and created a list of potential fundraising activities to support the Jamaican Mission Program.
 - a. Waffle or Pancake Meal – Terry will arrange the details for this event.
 - b. County Fair Food Vendor Booth – Nichole has already explored this possibility. A license for one year costs \$100 and must be obtained for three or more days of operation. Nichole was informed that the VFW vendor booth may be available for use. She will follow up on this opportunity. Suggested food items for the booth are: mild and hot jerk pork, vegetable, pumpkin rice, and festival. Bryan and Nichole will seek more information and will report at the April meeting.
 - c. Star Spangled Celebration Food Vendor Booth – Nichole will determine feasibility.
 - d. Bean Bag Tournament – Micah will bring details for this event to the April meeting.
 - e. Burnstead's Brat Barn – Cindy will contact Burnsteads and will get information regarding this opportunity.
 - f. Ed's or Bindl's Food Tent – These are events that could be arranged throughout the year, no assignments were made.
 - g. Pizza Hut Buffet – Jenna agreed to seek information/arrangements.
 - h. Golf outing – It was determined this is an event that could be held once interest in the JMP has expanded beyond this core group.
 - i. Spaghetti Dinner at Pippin Hall – Bryan volunteer to investigate this option.
- 11. Advertising:** Several methods of advertising were noted. Many of these will need to be used for any event that the Jamaican Mission Program does.
 - a. WRCO Morning Show
 - b. Flier distribution: grocery stores, churches, clinic
 - c. Newspapers
 - d. Church bulletins
 - e. Other community service organizations

- f. Presentations
- g. Chamber of Commerce Website
- h. mwt.net bulletin board

12. Checking Account: Terry volunteered to obtain a tax identification number and open a checking account the name of Jamaican Mission Program. It was determined that two signatories would be needed to issue a check. The signatories are to be the Treasurer (Terry) and the President (Bryan).

13. Next Meeting Date: The next Jamaican Mission Program meeting will is:

Tuesday, April 15, 2008

6:30 PM Dinner

7:00 PM Meeting

At The White House

14. Future Agenda Items:

- a. Bean Bag Fundraiser
- b. Waffle Meal
- c. Spaghetti Dinner
- d. County Fair Booth
- e. 2009 Trip Dates

15. Adjourn: Bryan asked for a motion to adjourn the first Jamaican Mission Program meeting. A motion was made by Lindsey to adjourn the meeting. The motion was seconded by Jenna. All in favor. Motion carried. Meeting adjourned at 8:35 PM.

Respectfully Submitted,

Nichole Myers

Jamaican Mission Program Secretary