



# Orientation Board Meeting Agenda

**Wednesday, March 9, 2022, 5:30–6:30 pm.**

Two ways to attend the meeting, which is open to the public:

- 7301 Mount Vernon St Rm 2, Lemon Grove, CA 91945
- Google Meet (electronic video screen communication)  
<https://meet.google.com/spm-iwzn-ecj>

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- 5:30 pm Call to order.  
Thank you for volunteering to share your time and help.  
We are chess pieces, not checkers.
- 5:35 pm Steps for setting up the nonprofit organization.
- State articles of incorporation, including bylaws with appointed board member names.
  - Federal tax exempt application, form 1023.
  - State tax exempt application.
  - Report of first meeting and elected directors.
  - Proposed annual budget.
- 5:50 pm Approximate timeline. (Times depend on board ratification and government responses to application forms.)
- April Signatures before 4/10 luncheon. First real board meeting.
- May Printed materials to HSCG conference attendees asking for soap, no board meeting in May or December.
- June Website & email must be up before IRS tax exempt application.
- July Officially open. Fiscal year is July 1, 2022–June 30, 2023.
- 6:00 pm Procedures.
- Robert’s Rules of Order for meetings, quorum.
  - Board of Directors, vs committees (committee chair), vs volunteers.
  - Google Drive files, all may edit. Statements. “Print and Sign” folder.
  - Duties of president, vice president, secretary, treasurer.
  - Optional race and age survey to prove diversity for grants. Board member donations.
- 6:15 pm Questions.
- 6:30 pm Adjourn.