

# Houston Ultimate Community

## Board of Directors Meeting - June 2023

### Agenda

- Review and Approve/Revise organizing and procedural documents:
- Review and submit Tax Exempt Application
- Confirm Positions of officers within existing leadership team
- Potential New Volunteers/Officers
- Plan Upcoming Meetings

### Board Members Attendance

- Chris Dawkins
- Andrew Robbins
- Ben Lewis
- Mary Barcio Fuzat
- AJ Beard

### DRAFT Meeting Minutes

- **Review and Approve/Revise the following organizing and procedural documents:**

These documents will govern how HUC operates moving forward and the board is responsible for ensuring this is happening (at whatever frequency makes sense).

  - [ByLaws](#)
  - [Articles of Incorporation](#) -
  - [Conflict of Interest Policy](#)
  - [Use of Likeness Agreement](#) (optional)
  - Procedure for the adoption of these new documents:
    - Review comments in each document as a board.
    - Determine how much revision is required before we can vote on the document as a governing policy/document for HUC.
    - No revisions, vote on each document.
    - Revisions - will be incorporated and presented for review and a vote offline via email.
- **Review and submit Tax Exempt Application**

This application will start the process with the federal IRS to reinstate our tax-exempt non-profit status. This has been revoked since 2016 for failure to file 990 tax returns since 2013. HUC's non-profit status with the state of Texas is currently in good standing (recovered in 2021). Cost to apply is \$600.

  - [Cover letter](#) - Explain why we lapsed and how we plan to prevent lapse in the future.
  - [1023 application](#) and Schedule H
  - [Tax Form 990 for years 2013-2022\\*](#)
- **Confirm Positions of officers within existing leadership team**
  - Assuming ByLaws pass as written, HUC is Eliminating the named officer positions (from VP of "Activity" to "At Large Officer")
    - Confirm our 4 named positions - President, VP, Secretary, Treasurer

- Confirm At large officers (5)

### **Additional Agenda Items if we have time**

- Potential New Volunteers/Officers
  - Jimmy Zuraw
  - Katie Sellers
  - More Ideas
- Plan Upcoming meetings
  - Next board meeting
  - Annual Meeting
  - Volunteer Appreciation

### **June 29, 2023, Board Meeting Minutes**

- Meeting began at 9:08
- Attendance
  - AJ Beard
  - Mary Barcio
  - Ben Lewis
  - Andrew Robbins
- The required quorum of board members were present for the meeting.
  - Chris Dawkins is on a leave of absence.
- Purpose of meeting:
  - AJB: Purpose of meeting to discuss and amend bylaws and discuss Form 1023 to submit to IRS. The goal is to submit the 1023 to the IRS via Pay.gov by the middle of July. presented proposed revisions to Bylaws.
- Revisions to bylaws:
  - Discussed updating the officer positions. This included creating the vice-president role, discussion of the treasurer role, and the at large officer role.
  - Discussed revisions to the Board. This included expanding the Board, clear delineation concerning the Board's scope and the scope of leadership.
    - MB: Concern over ensuring that HUC's financial papers are kept maintained and up to date with state and federal agencies. Board unanimously agreed that it would be the role of the Board to ensure such and that it could seek the outside assistance of a 3<sup>rd</sup> party.
  - Discussed miscellaneous revisions to bylaws concerning winding up the organization, etc
  - **The Board unanimously voted to approve the revised Bylaws.**
- 501c3 renewal:
  - AJB discussed the next steps needed to establish HUC as a federally recognized 501c3 organization
    - Revised reasonable cause statement
    - Discussed completing the 990 forms for IRS
    - Discussed that fee to file the 1023 statement would be \$600.

- Goal is to file the 1023 by mid-July
- The Board unanimously voted to approve the revisions to the reasonable cause statement, the filing of the 1023 form, and to the associated expense.
- Miscellaneous:
  - The Board discussed who to add to the bank account. Agreed to add Ben Lewis and Andrew Robbins to the account.
    - This would mean removing Asif Mohammed, Greg Lopp and John Henroid from the bank account.
  - The Board discussed the need for an acting treasurer until the position can be formally filled.
  - No decision was reached on a new treasurer or who would serve as acting treasurer at this time.
  - Will look to schedule additional Board Member meeting in the future at regular intervals.
  - The Board agreed to handle business as needed via email as well and to record votes electronically on business matters should they arise.
- The other topics on the board agenda were not addressed at this meeting.
- Meeting adjourned 10:13 pm