



Date July 19th 2022

Board Meeting Minutes

Approval over email on 8/1

Meeting Starts:	7:01 PM Called to order by Scott
Meeting Ends:	8:02 PM

In attendance:

Board member	Others
<ul style="list-style-type: none"> • Scott Lampe • Wayne Novak • Yuan Zheng 	

Approval of previous meeting minutes:

Motion to approve 6/20 meeting minutes	Scott
Second by	Wayne
Vote	
Result	Unanimously approved

Transition tasks update:

- **QuickBooks purchase**
While our organization is small and a spreadsheet may be sufficient for all accounting needs. QuickBooks was used and setup.
Wayne will donate \$75 to buy two years of QuickBooks subscription and have all records held in the cloud
- **LCA official mailing address**
Using PO box creates continuity long term; however, it is costly, and requires frequent trips to check mail.
We unanimously approved using Scott's address as the official mailing address for this year. We will update the federal and state records at the annual filing time.
Yuan will update the address listed on the website immediately.
We trust Craig will deliver all un-opened LCA mail delivered to his address to Scott in a timely manner.
- **Bank account transfer**

Scott and Joyce will meet at BECU on 7/20 and transfer the bank account control

- **Membership dues collection and timing**

Membership dues of \$25 will be collected once a year at the beginning of the calendar year. All members signed up in the last quarter of a calendar year do not need to pay the following year.

Related process update:

- Wayne will update paypal account

- Yuan will link the new paypal account on the website

- **Web site & domain**

Yuan has full access to the website and has completed the domain name transferred.

- **Minutes posing**

Minutes will be posted after approval

In future, we will approve minutes over email so it can be approved soon after each meeting.

- **Bylaws revision**

Need expert input

Need to make sure voting rules are updated in the new bylaws

Follow up with Mark on the template

- **Joyce's election**

Scott and the board have received several emails about the irregularities in Joyce's election.

Scott needs more time to understand the entire context and background.

Scott will hold a special meeting once he has gathered all the information to decide on the matter.

- **Summer picnic planning**

Date: 9/10

Location: TBD. Will follow up with city on the possibilities of using Clyde beach park or Goddard park

Communication: using the city one-time mailer

Support needed: Scott will reach out to Robin for planning support

- **Miscellaneous**

- Office 365 for nonprofit application started – owner Yuan

- LCA Gmail account transitioned – owner Yuan

- **All member meeting**

Proposed quarterly all members meeting

- **Next board meeting**

8/8 7PM