

Token of Grace

Minutes of the First Board Meeting April 2023 of the Board of Directors

Meeting Date: April 14th, 2023, **Meeting Time:** 6:30 PM to 8:30 PM

Location: Willett's Residence, 18404 19th Avenue NE Arlington, WA, via telephone conference call for one board member out of state.

The meeting was called to order at 6:30 PM with five board members present.

All Board Members Present: Tina Willett, Athena Husby, Lisa Foley, Freyja Husby, and Allison Frye

Handouts: Agenda, By-laws, Conflict Agreement

Agenda was followed, and the meeting was facilitated by Tina Willett

1. **Introductions and Round Table of Members:** Each member shared their interests/story about how Token of Grace is a service to the community.
2. **Purpose, Vision, Mission, and Values** were reviewed and agreed upon by all members.
3. **Bylaws** were reviewed, and recommendations with an agreement to revise eligibility to include applications/members residing in the United States and not limited to Washington State.
4. **Conflict Agreement:** was explained, and Tina will mail Allison her copy with a self-addressed envelope.
5. **Election of Officers** (Chair, Secretary, Treasurer, Volunteer Coordinator, Researcher/Resource Person, Community Liaison, or other roles such as fundraiser). It was agreed that Tina would be the Chairperson, Athena Treasurer, and Lisa Foley would be the Recording Secretary (Tina will support and type out and send out minutes via email per bylaws in 10 days); Lisa Foley will be the volunteer coordinator with Freyja and Allison's Board of Directors.
6. **Process for Families to order headstones** and options selection & acknowledgment to the family from Token of Grace was consulted upon with the following decision to follow Cemetery suggestions; check made out to Arlington Cemetery, and a card with the logo with a Token Medallion would be provided to the family. Nonagon LLC is making the website at no charge and will also be helping Freyja finish the Logo and construct a card. Lisa will have cards printed and a medallion made.
7. **Volunteer Landscape Ground Rules for working on the grounds:** No dogs or pets when volunteering and follow City Volunteer Safety Guidelines; only remove items from gravesides as guided by Tawnya at the Cemetery; No horseplay; quiet with someone is visiting a grave; and be sensitive and reverent to families; do not drive on graves or grass areas; deposit trash in the trash cans; respect gravestones; and park in designated areas not to block driveways.

Other items not on the Agenda

1. **Fund Raising Efforts:** Token of Grace, a Daily Reading Book, is being compiled by Athena with the goal that sales from the proceeds will all go to the organization. We already have several people who want to donate, and the website is nearly complete.

2. **Earth Day Opportunities consultation:** ideas discussed but no agreed-upon plan due to being only 7 days away without time for preparation and coordination.

Action Items:

1. Tina is to mail out Allison her Board of Director notebook and paperwork to return.
2. Athena to set up a bank account.
3. Provide first funding to families in need by April 30th, 2023.
4. Freyja to work on Medallion and Card
5. Website complete by April 30, 2023
6. Tina is to purchase Liability Insurance before the next board meeting.
7. Agenda Items for next meeting: strategic planning, membership of WA Nonprofit Organization for ongoing Education, CPR education for all volunteers funded by Token of Grace, and Guide Star.

Next Meeting Schedule and Time: July 14th on a Friday was agreed upon at 6:30PM