

**It's a Breast Thing Non-Profit
Board Meeting
November 15, 2021
Minutes**

Board members in attendance: Malinda Barr(MB), Suzi Wyman(SW), Barb McKessy(BM), Colleen Horstmyer(CH), Sandie Bushard Rizer(SBR),Joni Johnson(JJ),Carol Rapson(CR), Sue McPhail(SM)

Members Absent: TG, JT

Members not in attendance:

Call to Order: 6:35 p.m.

Read Mission – Colleen

MISSION STATEMENT

The mission of *It's A Breast Thing* is to ENHANCE the lives of breast cancer patients thru financial grants, provide SUPPORT to survivors and families, all while establishing strong PARTNERSHIPS with care providers.

Approval of Agenda: Motion to approve SW, BM seconded. Ayes: 8. Nays: 0. Motion approved.

Approval of Minutes : Motion to approve SBR, CR seconded. Ayes: 8. Nays: 0. Motion approved.

Intro from Pres: Focus on 2022

Financial/Budget Report –Brenda will send to Board members via email.

Question on how donated services should be recorded. MB said show as expense (In Kind) and list as a donation (report as cash donation). Costs for photographer, donated cookies, and any other items that were donated, need to have the actual cost that would be charged. Will be recorded as an in kind donation. BM is getting price from photographers and CR is getting a price for the cookies that were donated.

CM is contacting Dr. Herman regarding his \$5,000 donation from his foundation and where an invoice should be sent as he has not paid yet.

Standing Team Reports (Chairperson of committees will submit report prior to meeting)

Grants: Suzi –

1. Total awarded in 2021 – 147
2. Ready to award - 18
3. 20 awarded since event 18 ready to award.
4. Monies available to award 20 more
5. Additional information needed for 63 more
6. Grand Total Grants – 467

Marketing: Nothing to report

OUTREACH - Joni

- **Michigan Dept. of Human Services –**
SW, Irene and Cathy had a Zoom meeting with 3 Executive Directors from MDHH. MHDD will work with IBT to share information throughout the extended counties about IBT. Email has been sent out and Joni forwarded to all Board Members.
- **SMG Senior Group –** In December JT & JJ are meeting with Sparrow Medical Group.
- **Thank You – OUTREACH –**The Board would like to thank all of the OUTREACH Committee for the amazing job they have done throughout the year. You all show such dedication, compassion and commitment to IBT and to all you come in contact with. JT sent email regarding #SmallActs regarding holiday giving to IBT & #SmallActs. Four calendar girls are interested in joining OUTREACH.

Old Business

SBR is working on the Board Manuals so all of them will have the same content which is not the case now. A total of 14 manuals will be done with each Board Member having their own. Manuals will include removable pages. Bylaws will remain the same, there may be addendums or amendments. Included will be Board Members conduct and expectations, how to add or remove a Board Member, attendance for meetings and events for IBT. JJ commented there is 100% attendance at OUTREACH meetings, etc.

There will be a Letter of Introduction for anyone wanting to become a Board Member and what can new members bring to IBT. (Time, Treasure, Talent).

MB wants tabs added in the manual for the agenda, minutes, Board Meetings, notes, non profit number, names, addresses and phone numbers for Board Members

MB would like the manual in Google Docs and not on a thumb drive.

Most members are not familiar with Google Docs, so MB suggested that JT train us so we can all utilize it.

New Business

Cathy is doing a list of calendar girls.

MB wants OUTREACH to work on a plan, mission, of what is happening in 2022. Focus on fundraising and not so much on soliciting for grants.

#SmallActs has all the gift cards needed for February. OUTREACH wants to replace the hand sanitizers as their give away. MB suggested a micro- fiber cleaning cloth for glasses as this would be less expensive, longer shelf life and useful.

Joni says she has to watch her punctuation because of the teachers in OUTREACH.

MB wants a tab added for agendas, minutes, notes, name, address, phone numbers for Board Members, Non profit number 501© 3 number. Use google docs instead of a thumb drive.

MB has a donation for IBT from her pink sales thru Ralya House. SBR's daughter sold bundles of firewood and has money to donate.

Meridian Twp Fire Dept. has a donation and JT is accepting it at their Board Meeting.

TG sent a post event report via email to Board Members. She heard back from the Lansing Visitors & Convention Bureau, and they had no one respond to our Request for Proposal for next year's meeting on October 4, 2022. They tell me that due to the Pandemic they are having issues getting proposals from any venues in the Lansing area. She would like the Board to give her guidance as to contacting Eagle Eye again or pursue other venues individually. No discussion at Board meeting regarding this issue, so table it to the January Board Meeting.

Next Board Meeting TBD

OUTREACH has their meetings the first Monday of each month. SW is creating the 2022 Board meetings schedule and will inform the Board when completed.

Call for Adjournment: MB

Motion to adjourn: SW motion to adjourn, CR seconded.

Adjournment: 7:45 p.m.