

UD Patrol Inc. Meeting Minutes - 12/20/2008

Attendees:

Ken Clements
Reginald Cunningham
Nickolas Kyser
Ricardo Reyes
Brandon Riordan
Mary Tomich
Joann Martin – (Could not stay for full meeting)

1) Appointed Officers

President – Brandon Riordan
Vice President - Reginald Cunningham
Treasurer – Joann Martin
Secretary – Ken Clements

2) Determine meeting Schedule

Meetings will be held once per month on the third Saturday of the month at 10:00a .

3) Financial Status

a) UDCA Loan

Agreement to accept the UDCA loan was reached with the condition that the Bylaws to be reviewed and updated to allow if needed. Loan will be used to bring the billing from 60 days behind to 30 days behind.

4) Assign Projects

The following projects were discussed and assigned as follows:

- a) Invoicing for 2009 – Brandon Riordan to lead (with help from Mary Tomich).
Goal to identify people who's membership expires at the end of 2008 as input to 2009 billing. Will also require database training for board members to support entering the results of work sessions to review records.
MaryJo Smith and Holly Clements are on sub committee to organize records review session.
- b) Non-Profit Status – Nick Kyser to lead
Formally file for 501C4 (non-profit) status. (confirm ineligibility for 501C3)
501C3 provides tax deductible contributions.
Need to file for Tax ID number.
Will need to file annual Tax return
Will investigate non-profit tax exemption process.
Will make tax exempt certificate available to use as needed.
- c) Federal/State grant writing
Mary Tomich will lead but this activity has low priority related to the other items.
Initial effort will be to research.
- d) Joint enrollment –
Activity in process. Reviewed the expectation that two different packets were sent to residents based on whether they had paid for security patrol in the past or not. Residents that had not been members of subscriber patrol were sent both the UDCA and Subscriber enrollment forms. Security patrol subscribers only received

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the UDCA enrollment form since there were separate activities to address 2008 and 2009 subscription billing based on specific payment records.

- e) Coordination of volunteers - Ricardo Reyes to lead
Ricardo will work this item based on his role as liaison between the UDCA board and the subscriber patrol.
- f) Improve communication – Mary Tomich to lead
Addressing phone w/ voice mail for office and Mike are urgent items to address due to cost reduction efforts.
E-Mail and web site to be focus for improved board to community as well as community to board communications.
- g) Technology – Mary Tomich to lead
Will be support for all other initiatives. Should also look long term at coordination with radio patrol and UDCA infrastructure.
- h) Membership meeting – Reginald Cunningham to lead
Goal to have community meetings 3 time per year
First meeting to occur early to mid March. Goal to status restructuring activities.
Testimonials from subscribers is desired.
General agenda items : Status, Financial Review, Guest
One annual meeting will be required to address formal business (elections etc.)

5) Database discussion and training

Board training plan established. Computer in the office will be used for training.
Monday evening 7:00 scheduled training for Nick, Reginald & Ricardo
Saturday 12/27 11:00a scheduled for Ken and possibly Joann

6) Banking

Detroit Commerce bank is under consideration due to free lock box, free on-line checking and minimal other fees.

- Brandon will verify Detroit Commerce offer is still valid.
- Reginald will get bank comparison matrix and review.
- Brandon will get tax id#

Due to restructuring new account will be required.

Finalizing this decision is a critical step in defining/finalizing office procedures.

- Lock box procedures
- Control of access to PayPal account, PO Box and on-line banking

Current Authorized representatives:

- Lock Box key and authorized for access – JoAnn
- Lock Box authorized (no Key) – Reginald
- Paypal access: Brandon & Holly Clements

7) Other Items

- Review of MayJo Smith Memo to board

A project to address the request for variable subscription rates based on ability to pay / hardship considerations was identified but action will be postponed until after the restructuring is completed and we establish a more stable operation.

Policies and procedures will be addressed as a specific project. Nick Kyser will be the lead from the board with Lonnie Brewer's support based on her knowledge.

Office Procedures are being developed as we are working through the records and billing.

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We will need a general operation Policy / procedure developed. Some specifics will be required to define the responsibilities of the Patrol to it's members and also the responsibilities of members (Payments vs service etc.)

Other items in MaryJo's memo were covered by the meeting agenda or were deferred.

- Need to formally transition from old to restructured entity

- Need to establish new bank account for new entity
- Need to formally document transfer of assets & liabilities
(Nick to draft a letter for principals to sign)
- Need to formally notify Securitas of organizational change

Short Term Action Item Summary:

- Board and officers updated on web site - Ken
- Board meetings to be posted on web site calendar – Ken
- Bylaws to be updated to allow loan from UDCA (if required) – Ken
- Train board members on database data entry - Brandon and Mary
- File for Tax id number (& 501C3 application) – Nick (Brandon)
- Establish new bank account – Brandon & Reginald
- Phone strategy for office and Mike – Mary (Brandon)
- Order corporate stamp(seal) based on Michigan standard template – Ken
- Establish meeting minutes formal record book – Ken