

Trails End Festival Annual Meeting 2024
Meeting Minutes 1/8/2024

Present: Cody McEwen, Amber Wheaton, David Wheaton, Thomas Malcolm
Absent: N/A

Meeting called to order at 7:00pm

OLD BUSINESS

1. Nominations for the filling of the Office of the Secretary vacancy for the remainder of the 2023-2024 term.
 - a. NOTE: According to our Bylaws, no business actions may be conducted until a President, Treasurer, and Secretary at least have been duly elected.
 - i. Chat about previous board members' departure by resignation - Canaan York effective: 1/6/2024
 - ii. Move that current VP also becomes Secretary until a new position is filled. Cody motions, Tom second. Vote 3-0-1
2. Board acceptance of the Facebook match Network for Good check in the amount of \$1,000.
 - a. Motion to accept Cody, second Amber. Vote 4-0

NEW BUSINESS

3. Nominations for the following Director/Officers:
 - a. President: Cody McEwen
 - i. Motion - Amber
 - ii. Second - Tom
 - iii. Vote - 3-0-1 Cody Abstained
 - iv. Tom closed, David second.
 - b. Vice President: Amber Wheaton
 - i. Motion - Tom
 - ii. Second - Cody
 - iii. Vote 3-0-1 Amber Abstained
 - iv. Tom closed, Cody second.
 - c. Treasurer: David Wheaton
 - i. Motion - Cody
 - ii. Second - Amber

- iii. Vote 3-0-1 David Abstained
 - iv. Amber closed, Cody second.
 - d. Secretary: Amber Wheaton
 - i. Motion - Cody
 - ii. Second - Tom
 - iii. Vote 3-0-1 Amber Abstained
 - iv. Closed nominations Cody, Tom second.
 - e. Health and Safety Officer: Tom Malcolm
 - i. Motion - Amber
 - ii. Second - Cody
 - iii. Vote 3-0-1
 - iv. Cody closed, Amber second
- 4. Board review and approval of Proposed Amended and Signed Articles of Incorporation.
 - a. Motion - Cody
 - b. Second - Amber
 - c. Vote 4-0
- 5. Board review and approval of Proposed Amended Bylaws.
 - a. Motion - Cody
 - b. Second - Amber
 - c. Vote 4-0
- 6. Board authorization to allow the registered agent to submit amended Articles of Incorporation, amended Bylaws, and any additional amended documentation necessary to the Secretary of the State of Maine for Domestic NonProfit Corporation updating of records.
 - a. Motion - Cody
 - b. Second - Tom
 - c. Vote 4-0
- 7. Board authorization to allow the President to authorize a check in the amount of \$90 to be sent as our filing fee to submit amended documentation to the Secretary of State.
 - a. Motion- Cody
 - b. Second Tom
 - c. Vote 4-0
- 8. KFCU account status \$3,659.91
 - a. Bank recs - details (2023 recon completed)
 - i. Descriptions, and further details on check records.
 - ii. Need backup photos for records

1. We do not have all photos of the checks.
2. Moving forward, take photos of all checks and upload them to Google drive.
3. David will email checks and photos.
4. Amber noted she will update who the checks were written to on the bank recs.

9. Tax filing status

- a. Cody will file our taxes, after QuickBooks is in order.
- b. Tax filing status for 1099
 - i. Cody has requested W9s
 1. From contractors and performers
 2. C Corp and S Corp do not need to be 1099
 3. We can look up EIN should we need
 4. Let's get in the habit of collecting W9 before payment and COI
 5. File State taxes as well, keep eye on email.

10. Director/Board Member Inquiry

- a. Diana Lakeman, Treasurer & Melissa Coroco, Secretary
 - i. Cody requests they read through our bylaws and attend the next board meeting
- b. Look for someone more involved in the rec. community - Baliegh Studer or Dan Rogan - Amber & Cody agree

11. Board authorization to allow the President to submit a grant application to Walmart Local Community Grants of at least \$250 but no more than \$5,000 to secure an upgraded laptop and tablet for use by the board.

- a. Motion Cody
- b. Second Amber
- c. 4-0

12. Open Discussion

- a. Amber will send Cody a few grants we could qualify for.
- b. Amber handed Cody a check from David to pay for the PO Box renewal.
- c. Cody will work on non profit status with the Post Office.
- d. We need to empty the Chamber Shed and bring it to the new storage shed.
- e. Amber needs to check email- volunteer looking for paperwork
- f. David has address, Amber will drop off Wednesday
- g. Next meeting: Tuesday, January 16th 4:00 pm @ Millinocket Memorial Library

Motion to adjourn: Amber

Second: Tom

Vote: 4-0 7:56pm