

Meeting Minutes

South Jersey Housing Assistance Fund

Date: March 18, 2024

Time: 19:00 hrs. Eastern Time

Location: Virtual Meeting

1. Roll Call:

A roll call was conducted, and all directors of the corporation were present: John Flinn, Matthew Trotter, and John Loberto.

2. Discussion on Recent 501c3 Approval:

The recent approval of 501c3 status from the IRS was discussed. The directors expressed satisfaction and gratitude for achieving this milestone, recognizing its significance for the organization's operations and fundraising efforts.

3. Resolution to Allow John Flinn to Open a Bank Account:

A resolution was proposed to allow John Flinn to open a bank account for the nonprofit at TD Bank, with John Flinn being the sole signatory for the bank account at this time. The resolution was discussed, and all directors agreed, recognizing the need for efficient financial management and acknowledging John Flinn's role in overseeing financial matters.

4. Board Approval to Pursue Grants and Fundraising Opportunities:

The board discussed and approved the pursuit of several grants and fundraising opportunities to support the organization's mission and programs. Strategies for identifying potential grants and fundraising initiatives were discussed, with an emphasis on diversifying funding sources and maximizing impact.

5. Financial Contributions

The board discussed financial contributions from board members and John Flinn agreed to contribute \$250 to the newly opened bank account. All members acknowledge that John Flinn has already made financial contributions to SJHAF to include:

- \$275.00 fee for the Form 1023EZ
- \$300.00 fees associated with registering with state of NJ
- \$150 fee for organizational documents

John Flinn may need to contribute additional funds to pursue grant writing, a website, logo, email addresses, etc. John Flinn will not exceed \$1000 spent (in addition to the \$725 above) without additional board approval.

A resolution was proposed, and the board agreed that John Flinn would be reimbursed once the fund is more established with grants, public donations, fundraisers etc.

6. Action Items:

- John Flinn to proceed with opening a bank account for the nonprofit at TD Bank, acting as the sole signatory.
- John Flinn to proceed with grant research and applications.
- John Flinn to proceed with website & logo.
- All board members are going to research fundraising opportunities and report back at the next meeting.

7. Next Meeting:

The date and time for the next meeting was scheduled for April 15, 2024, at 1900 hrs.


8. Adjournment:

There being no further business to discuss, the meeting was adjourned at 1931 hrs. by all present. **9. Approval of Minutes:**

The minutes of the South Jersey Housing Assistance Fund meeting held on March 18, 2024, are hereby presented for approval.

We, the undersigned, hereby approve and adopt the minutes of the meeting as an accurate record of the proceedings:


John Flinn (Mar 19, 2024 10:19 EDT)


Matthew Trotter (Mar 20, 2024 10:56 EDT)


John Loberto (Mar 19, 2024 22:50 EDT)

Once signed above. these minutes have been approved unanimously by all members present.