



Minutes

Date: May 21, 2020

Board of Directors Meeting

Time: 5:00 p.m.

A Tall Order Foundation

Location: Zoom Meeting

Meeting Type:	Annual		Special	X
Minutes Type:	Proposed		Approved	X

Board of Directors	Name	Present	Absent
Chair	KayCee Sawyer	X	
Board	Steve Sawyer		X
Board	Jordan Willis		X
Treasurer	Tyler Willis	X	
Secretary	Kara Lyon	X	

I Call to order: at 5:00 p.m. by presiding officer KayCee Sawyer.

II Quorum: ____ 5 ____ of five Board members present (three required for Quorum)

III Reading and Approval of Minutes: Minutes of the **December 4, 2019** Board meeting accepted as previously published and posted on ATallOrder.Org and approved by unanimous consent.

IV Treasurer Report: Tyler Willis

A. **Previous Quarter** - Profit & Loss Statement – 1st Quarter 2020

B. **Report of balances**

As Of (Date)	Checking	Reserve

C. **Revenue Sources**

Revenue Type	Previous 3 Months		
	Feb	Mar	Apr
Operational Property Management Agreements	\$9430	9819.43	\$9530
Private donations (Cash Kara food drive)			\$320
Web site donations		\$100.00	
Other sources			
Dividends	\$0.28	\$0.25	\$0.28

V Unfinished Business and General Orders Report of Executive Director:

- (1) Update website with pictures of directors/officers.
- (2) Homeless Management Information Services (HMIS) – KayCee reported, authorized to research training required and location of secured access.

VI Advisory Board Report:

- (1) Advisory Board volunteers and areas of support.
- (2) RFP update with RDA and communications with Tammy Hunsaker.
- (3) Report meeting with HAME regarding buildings.
- (4) Report HAME, closing of Capitol.

VII New Business:

A. Executive Director Report and Authorizations

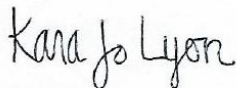
- (1) Covid-19 facility updates
- (2) PPP Loan updates, records and reporting.
- (3) Employee report - staffing changes with Rob Garner and Victoria
- (4) Report on new Facilities Operations Director, duties and projects.
- (5) Report on general operations of buildings and foundation office.
- (6) Closing of Capitol facility with HAME and remaining deposits.
- (7) Discussion on future retreat.
- (8) Open House put on hold until after Covid-19
- (9) No business to vote on.

B. Other Business:

- (1) New Executive Director - report of organizational goals.
- (2) Kara Lyon sign minutes – post to secure files and website.

C. Next Board Meeting: TBD

Respectfully submitted by,



Kara Lyon
Secretary

Adopted by the Board in the meeting
of May 21, 2020