

# Inaugural Meeting Packet for Siouxland Community Potluck Coalition

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## Section 1: Formal Agenda

Date: 11/12/25

Time: 5:30 pm

Location: Southernhills Starbucks

### 1. Call to Order

- Chair calls meeting to order at 5:49PM.
- Confirm quorum present.

### 2. Welcome and Purpose

- Brief remarks by Chair.
- State purpose: installation of board and adoption of governing documents.

### 3. Introductions

- Each attendee introduces themselves.

### 4. Election/Installation of Board Members

- Motion: "I move that the following individuals be elected as the initial Board of Directors of Siouxland Community Potluck Coalition: [List Names]."
- Second:
- Vote:
- Action: Chair declares board installed.

### 5. Adoption of Governing Documents

- Articles of Incorporation
- Bylaws
- Conflict of Interest Policy
- Volunteer Code of Conduct
- Discussion on enacting donation policy
- Discussion on enacting transparency policy

### 6. Organizational Actions

- Authorize opening a bank account
- Approve fiscal year

- Propose committees: Volunteer committee with proposed Volunteer Coordinator, Kristina Yezdimer, Donation Sourcing, others as brought up by board members

7. Action Items

- File articles of incorporation - Miranda
- Apply for Tax ID Number - Miranda
- Set up bank account - Miranda/Amber
- 1097 EZ - Miranda
- Enact various committees and recruit members.
  - Committees:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

8. Closing Remarks

- Chair thanks attendees.

9. Adjournment

- Motion: "I move to adjourn the meeting."
- Second, vote, record time.

## Section 2: Secretary's Meeting Notes Template

Date: 11/12/2025

Time: 5:30 PM

Location: Starbucks, Lakeport

Chair: Miranda Vint

Secretary: Katie Gukeisen

Attendees:

- Miranda Vint
- John Currid
- Katie Gukeisen
- Amber Pelsor

Call to Order: 5:49

Quorum Confirmed: Yes / No (3/4 board members present)

Motions and Votes:

Election/Installation of Board Members

Notes:

- Motion: Miranda
- Second: John
- Vote: Three yea

Articles of Incorporation

Notes:

- Motion: John
- Second: Miranda
- Vote: 3 yeah, 0 nay

## Bylaws

### Notes:

- Motion: Miranda
- Second: John
- Vote: 3 yea, 0 nay

## Conflict of Interest Policy

### Notes:

- Motion: Miranda
- Second: John
- Vote: 3 yea, 0 nay

## Volunteer Code of Conduct

### Notes:

- Motion: Miranda
- Second: John
- Vote: 3 yea, 0 nay

## Approve fiscal year

Notes: Approved with the passing of the by laws

- Motion: Miranda
- Second: John
- Vote: 3 yea, 0 nay

## Approve setting up a bank account

Notes: 0\$ fee options for non profits

- Motion: Miranda
- Second: John
- Vote: 3 yeah, 0 nay

Propose committees

Notes:

Volunteer Committee, Chair/Coordinator Kristina Yezdimer

- Motion: Miranda
- Second: Katie
- Vote: 3 yea, 0 nay

Food Safety Committee : John to source and appoint members

- Motion: John
- Second: Katie
- Vote: 3 yea, 0 nay

Fundraising/Donation Committee

- Tabled

Action Items

- File articles of incorporation - Miranda
- Apply for Tax ID Number - Miranda
- Set up bank account - Miranda/Amber
- 1097 EZ - Miranda
- ~~Enact various committees and recruit members:~~
  - Committees:
  - Volunteer committee - KristinaYezdimer
  - Food Committee - John
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Notes:

Next Meeting: Second Tuesday of each month 5:30, Lakeport Starbucks, with the option to add additional meetings as time allows

Adjournment Time: 8:07pm



## Signatures

President:

Name: Miranda Vint

Signature: *Miranda Vint*

Date: 1/7/2026

Vice President:

Name: John Currid

Signature: *John Currid*

Date: 1/7/2026

Secretary:

Name: Katie Gukeisen

Signature: *Katie Gukeisen*

Date: 1/7/2026

Treasurer:

Name: Amber Pelsor

Signature: Unable to attend

Date: \_\_\_\_\_