The second meeting of the Board of Directors of ArtsCapacity, a Non-Profit Corporation, was held on Thursday, November 16, 2017, at the home of Board Member Kim Gavin, in Chattanooga, TN, starting at 3:00 p.m.

The following individuals were present: Mary Corbett, Kim Gavin, Steve Hawkins, Bill McDonald, and Holly Mulcahy.

**Call to Order and Recognition of a Quorum**

Bill McDonald called the meeting to order at 3:05 and recognized presence of a quorum. Alan Bonderud was absent with regret. President approved Alan’s absence.

**Minutes**

Approval of minutes from last meeting to be via email.

**Old Business**

1. Discussion of the Non-profit application status, Holly has sent final signature to IRS and is waiting for reply.
2. Review bylaws for final approval, bylaws to be reviewed by everyone via email.
3. Travel stipend, Holly to propose three scenarios of costs.
4. Registration in Illinois where ArtsCapacity is addressed. All agreed registration in other states not needed at this time.
5. It was determined that in the immediate future phone service for meetings is not needed.
6. Status of the website: Website is live, but not advertised publicly. Waiting for logo completion and one more statement on purpose.

**Treasury Report**

Steve reports a total of $7143.89 including the transfer existing from the Trustee Account. It as suggested that a letter of appreciation be sent to all donors. Letter should be so worded that it can be used for IRS purposes by the donor. Holly wants to write those letters. If time does not permit, she will ask Bill McDonald to respond.

**New Business**

1. Approval of budget proposal via email
2. Holly was given approval to proceed with Logo design. Board members urged that design should be first class.
3. Holly is to present board with three scenarios for travel stipend.
4. Discussion of input on survey questions to help quantify results.
5. Discussion on collaborating with Veterans, to be continued when Alan is present.
6. Examine next performance dates at Walker, March 25, 26, or 27.

The time and date for the next ArtsCapacity Board meeting is TBD. It will be held in Chattanooga during the same period as the next interactive violin recital at Walker State Faith and Character-based Prison in March/April 2018.

There being no further business, the President adjourned this meeting of the Board at 4:06 p.m.

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Secretary

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November 16, 2017