

# **Choice & Consequence**

## **FIRST QUARTER MEETING MINUTES JANUARY 5, 2003**

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### **Meeting Attendees**

Rebecca Rose-Engel: Staff, Choice & Consequence.

Colleen C. Williams: Executive Director, Choice & Consequence.

The first quarterly meeting of Choice & Consequence (CC) was held on Sunday, January 5, 2003, pursuant to the Bylaws and Articles of Incorporation. The meeting location was at company headquarters; 19128 Vista Drive, Suite 101, Arlington, Washington 98223. The meeting was called to order at 1200.

### **Agenda Items**

- 1.** The following documents were reviewed and a copy provided for each attendee.
  - a. 1023 Application for 501(c)(3) Tax-Exempt Status for CC
  - b. State of Washington Business Master License Application, CC
  - c. State of Washington, Application to Register as a Charity for CC
  - d. Annual Report 2002- Submitted, no activity.
  - e. Application & Certificate of Incorporation for CC
  - f. Application to set up Bank of America Business Accounts for CC
  - g. Articles of Incorporation for CC
  - h. Bylaws for CC
  
- 2.** Health insurance issues and needs were discussed. It was agreed upon that more research in to cost and benefit packages would be conducted. Ms. Williams is currently covered under her spouse's insurance plan with Group Health Cooperative. Ms. Engel is currently covered through her job at Providence Everett Medical Center. She plans to continue working there until such time as grants may be received in sufficient amounts, so as to provide capital for payroll. Therefore, at this time there is not a need for business employee health insurance. Research results will be provided at the next quarterly meeting.
  
- 3.** The matter of hiring employees was discussed and tabled for later discussion at such time that sufficient funds are available to hire a paid Executive Director, to enable both staff to provide health education in an increased number of venues. Ms. Rose & Mrs. Williams are to be reimbursed for any expenses incurred in the course of doing CC business.

- 4.** Lease of a centrally located office space is desirable. Potential office locations will be scouted and lease terms researched by Ms. Williams. Findings will be reported on at the next quarterly meeting.
- 5.** Financing options were discussed. It was agreed that the business plan must be completed prior to application for bank loans. Ms. Williams agreed to register and attend a Small Business Administration Workshop on business planning. A time frame was set to have the formal business plan completed prior to the next quarterly meeting.
- 6.** Financial Status Report: Colleen Williams has spent \$3,000.00 to cover business and start up expenses and will be reimbursed.
- 7.** A supply list was created for 2003. Ms. Williams will cost out the items and supply Ms. Rose a copy of the list prior to the next quarterly meeting.
- 8.** The 2002 books were reviewed. A friend of Ms. Rose provided a \$250 donation to Choice & Consequence. The \$3,000 from Ms. Williams was the only other income for the companies. This money was used for supplies, applications & other business direct expenses. The books were reconciled and closed for 2002. It was agreed that at the close of each year, an accountant will review and close the books.
- 9.** Application was made to Office Depot for a business credit card. It was declined due to insufficient business history.
- 10.** A comparison of the brochure paper was made. It was agreed that the Hewlett-Packard double-sided glossy paper appeared most professional and produced high quality marketing materials. However, due to limited financial resources, a less expensive matt double-sided paper was chosen to use.
- 11.** The next quarterly meeting will be held on April 10, 2003 at a location TBA at a later time. The meeting was adjourned at 1530.