Enchanted Mountain Village
Incorporators Meeting
Friday, February 26, 2021
10:00 am via Zoom

Participants: Kim LaMendola, Athena Godet-Calogeras, Theresa Schueckler, Chuck Walker, Jean-François Godet-Calogeras

Articles of incorporations
Jack Hart has the document and is proceeding with the incorporation.
We will need an EIN and a bank account
We have received $500 from Chuck Walker, and $250 from Etta Walker. Since we are not an official non-profit organization, the money is not tax-deductible. They are OK with that.
Jean-François is elected secretary-treasurer and will see with the Olean Federal Credit Union how to proceed to open an EMV bank account with two signatures.

Bylaws
Linda Matthews has prepared a draft.
Membership: we decided that the minimum age for membership will be 55.
Board of directors: we decided maximum 11 and minimum 5.
Number of meetings: we decided no fewer than 6 meetings a year.
Annual meeting: we decided in November.
Other directors: Kim will contact Linda Matthews, and Theresa will contact Mary Freeman and Mike Kelley. Later, Athena will contact Larry Sorokes.

We decided to open a Google Drive to make all our working documents available to the members of the board
https://drive.google.com/drive/folders/1zaHRXWg_ipNPGGOKM2ay07alEl08GsJc

We decided to join the Village to Village network. Kim and Kellie will provide this membership for year one.

Enchanted Mountains Village
Board of Directors Meeting
March 31, 2021

MINUTES

- **Updates**

  Board of Seven: Welcome Linda and Larry!

  Resource List*: Chuck reports*
  - –will be working with Warner Page
  - –resources at the national website: pick what fits us
  - –being a hub of resources
  - –but we first need to get the village in existence before reaching out
  - –the Login for national website
  - –Chuck will continue to work with Warner for the local resources
  - –the Toolkit is very important—latest edition on EMV Google Drive

  Cathy Mackay & Dept. of Aging: *Athena reports*
  - –had a Zoom meeting on March 26
  - –nothing's going to happen before June or July because of COVID
  - –they have a Facebook page for Meals on Wheels that could add info re: EMV
  - –they have outreach workers; when possible we could connect
  - –she asked if we have a foundation for donations—we first need 501(c)3
  - –they would help diffuse info
  - –helpful with publicity, founding, but not until the summer
    - AND we first get organized with paid membership
    - the current EMV Facebook page is open, but it is private
    - careful with calendar of activities: for members only
    - Kim will work on the layout of the calendar
  - –Chuck: we should continue to network with other organizations

- **Work on bylaws (editing draft**): *Linda leads discussion*
  - –Kim will prepare a roster of directors
  - –Linda took notes and will update the draft and send it to everyone
  - –Article X Conflict of Interest: required by IRS and NYS
    - keep it simple and refer to the Board Manual for details
  - –Chuck: we should be very clear about the executive director
    - to avoid any conflict with the Directors

- **Next steps to confirm membership:** *Theresa leads discussion*
  - –We need to define the membership
    - send a new survey or something
    - to find out what people are looking for: activities, services
    - define a membership fee

–Chuck: ask people what their passion is
–Athena: get people address, telephone and email
–Athena: find out if they want to be a member and why
–Chuck and Linda: get information re: income by range
–Kim: here again we can benefit from the Village network resources
–Linda and Chuck could work with Theresa
–We could also meet with people in person
–Kim: Rochester is on the map at the same stage. We should connect.

ENCHANTED MOUNTAINS VILLAGE

Board of Directors Meeting, May 5, 2021

Minutes

Attending: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Chuck Walker, Larry Sorokes, Jean-François Godet-Calogeras

• Approval of minutes of March 31, 2021
Larry moved, Kim seconded it. Approved unanimously

• Approval of second draft of bylaws
It looks good, it is what we need
Let's take "second draft" out of the title
Larry: at the end add a signature line and date
let's delay the vote on this until we have officers

• Discussion, approval, and dissemination of EMV survey: Theresa leads discussion
Item 7 add what platform you use
In Introduction: "Membership fees will be established in the future that will cover…"
Add something in the introduction about why we are doing this: "the information will help… but will not be shared…"
Kim will revise the survey
This new survey is a progress. It will increase the publicity
Follow-up to get as many responses as possible

• Delineation of responsibilities within EMV: board officers and interim coordinator: Athena leads discussion.
Athena would like to remain the interim coordinator
Before the first official meeting (January) it will be "acting" positions
Election of chair and vice chair; separation of secretary and treasurer?
Acting chair: Theresa elected unanimously (Linda moved, Kim seconded)
Acting vice-chair: Kim elected unanimously
Acting secretary: Linda elected unanimously
Acting treasurer: Jean-François elected unanimously
Acting directors: Larry, Chuck and Athena elected unanimously

• Next business steps following incorporation:
Open bank account with EIN and deposit checks:
Signers: Chair and Treasurer
Two signatures needed for $1,000+
Larry will take care of the EIN

Motion: Theresa and JF are authorized by the board to open the account at the Olean Federal Credit Union and have the signatures of the account

Apply for 501(c) 3 status and Charity Bureau. Who will be responsible? (Jack Hart willing to discuss this.)

Larry will take care of that

• Rights and responsibilities of EMV members:

We table the issue because we are not there yet.

We will have to be clear about the role of the executive director

Business plan… Where do we want to be in one year from now?

By September 5: Membership drive

Kim could draft something looking at what other villages have been doing regarding member benefits

Meeting adjourned at 7:27 PM.

ENCHANTED MOUNTAINS VILLAGE

BOARD MEETING MINUTES

JUNE 9, 2021
Location – The Home of Kim LaMendola
2803 Back Hinsdale Road
Olean, New York

Present: Athena Godet-Calogeras, Jean-François Godet-Calogeras, Kimberly LaMendola, Linda Matthews, Theresa Schueckler, Larry Sorokes, Chuck Walker,

The meeting began at 6:00 PM

Approval of Minutes of the May 5th, 2021 meeting:

Kim made a motion to accept the minutes. Athena seconded the motion. The Board voted unanimously to accept the minutes

Treasurer's Report:

Jean Francois reported that an account was opened on May 13 for Enchanted Mountains Village. Checks and a debit card were issued. The savings account has $20.00 The checking account has $750. Chuck Walker donated $500 and Etta Walker donated $250. Kim LaMendola donated a $150.00 membership fee to join Village to Village. Jack Hart was reimbursed $125 for the incorporation fee and Larry Sorokes contributed the $250 fee for the 501(c) (3) application that he made for the Enchanted Mountains Village. Larry mentioned that the 501(c) (3) will take a long time to be granted due to a backlog. Donations may now be made to Enchanted Mountains Village and sent to 3629 Five Mile Road, Allegany, NY 14706. Kim made a motion to accept the treasurer's report and it was seconded by Chuck and approved unanimously. The treasurer's report is available on Google Drive.

Unfinished Business:

Survey

Kim reported on the current results of the new survey that went to interested persons and on Facebook. She has received 25 responses so far. The data base has 60 persons who have expressed interest. She said that it will be easy to add new responses as they come in. Athena offered to call individuals who have expressed interest but have not yet responded. Kim will compile the list of items from the survey and update as needed. Warner Page has offered to compile a list of people who are willing to help other seniors who are members of the Enchanted Mountains Village.

Chuck recommended that the Board members start connecting with other organizations to spread the word about what a Village is and the benefits that can come from joining the Village. Possible places to contact are the Olean Senior League, Allegany 60 Plus Club, Churches, and The Rotary Club for presentations.

EMV has a Facebook page where all activities are posted. A suggestion was made to have a public

EMV Facebook with basic information and benefits and a private Facebook for members that would list all the services and activities. Currently EMV is not collecting dues or fees but people are trying out some activities. Once we begin to collect fees, then the activities and benefits should be limited to members. EMV will be able to build the activities and services as we grow and determine the needs of the members.

Bylaws

Having reviewed the Bylaws at the last meeting, Athena made a motion to accept the Bylaws and it was seconded by Chuck. The motion passed unanimously.

New Business:

Fiscal Policy

The Board discussed the draft fiscal policy and made recommendations. Checks will be signed by the Treasurer if under $1000. If over $1000, then there will be two signers, Treasurer and Chairperson. There is no need for using a payroll service at this time so that will be removed from the policy and added later if needed. Donations and grant funds over $1000 will be accepted and acknowledged by the Chairperson. Additionally, the Board decided that, at this time, there is no need for background checks for employees so that was removed from the draft. Kim made a motion to adopt the fiscal policy and Larry seconded the motion. It passed unanimously.

Report on the Meeting with Julie Hall, Director of Interfaith Caregivers

Athena met with Julie Hall one June 8, 2021 and reported the following:

Julie has been the director since January 2021.

Interfaith Caregivers provides transportation, vision loss service, gift tree program (seasonal). The main service is transportation. Interfaith Caregivers serves about 50-75 individuals/month with 8 volunteers (1 clerical). Prior to the pandemic they had about 20 volunteers. At present, transportation is local (Buffalo trips rare). Volunteers need to provide driver's license and proof of insurance; they get reimbursed for mileage because of registration under RSVP. Interfaith Caregivers is insured under CIMA (Chartered Institute of Management Accountants). They joined the NY Council of Nonprofits {NYCON): (fee, about $90/yr.) Julie highly recommends this. Non-profits can get liability insurance at a discounted rate.
This was recommended by Karen Buchheit

Julie would very much like to partner with EMV and talked about possibility of having IC do transportation for our members. We could provide some volunteers to them.

Benefits of Enchanted Mountains Village

Athena reported on the current list of proposed benefits followed by a discussion by the Board.

Membership is open to individuals 55 or over, and to their households.

There will be access to EMV sponsored events.

There will be one number to call for requested assistance. (We need to get a phone with a dedicated number that will be used for all contacts with the EMV). Initially, that phone will be answered by the Acting Director until we can afford to hire a director. Athena will talk to Cathie Mackey and Dr. Watkins about the possibility of them providing us with a phone.

The possible services include finding help with household needs, transportation assistance, finding a health care advocate or companion, providing in-person/telephone/Zoom visits, connecting members with vetted resources for home repair and landscaping, and providing people with a relationship with the community members of Enchanted Mountains Village for activities.

The Board discussion included mentioning the need to maintain confidentiality regarding the members and their needs. Also, we might want to help members with health insurance issues. The list of possible services can be expanded as the members complete the surveys and we find out what the needs are for our village members.

Money

The first step in getting money is to be approved as a 501 (c) (3). Application has been made but no approval received yet. Once that is received, Kim and others can put together a list of grant opportunities.

Insurance Information for Non-Profits

Larry contacted Scott Brook who will look into policies that would be appropriate for EMV. He will forward that information to the Board. Athena also mentioned that Interfaith Caregivers have also suggested a possible source for insurance (Chartered Institute of Management Accountants).

Other Information or Concerns:

At the next meeting we will begin discussing the budget. The Board needs to decide upon dues and create a budget. Theresa and Linda will start a budget for discussion at the next meeting. Kim suggested a quarterly budget sheet to start and Linda will start putting together a basic format for a budget for EMV and she and Theresa will begin working on a sample budget.

Adjournment

Athena made a motion to adjourn and Jean Francois seconded that motion. The meeting was adjourned at 7:24 PM. The next meeting will be on Monday, July 19, 2021 at 5:30 PM at Jean Francois and Athena's house.

ENCHANTED MOUNTAINS VILLAGE

BOARD MEETING MINUTES

August 5, 2021
Location – Fusion on Main Restaurant
115 West Main St., Allegany NY 14706

Present: Theresa Schueckler, Chuck Walker, Larry Sorokes, Jean-Francois Godet-Calogeras; Athena Godet-Calogeras; Kimberly LaMendola

Excused: Linda Matthews

Call to order
The meeting was called to order at 6:15 pm by Theresa Schueckler

Approval of minutes of the previous meeting (June 9, 2021)
Athena made a motion to accept the minutes. Larry seconded the motion. The Board voted unanimously to accept the minutes.

Treasurer's Report
Jean-Francois reported there were no transactions on the bank account since the previous meeting. He has also created a new folder on the Google Drive that contains all bank statements for Enchanted Mountains Village. The folder currently contains the bank statements for May, June, and July. Statements will be added as they are issued.

Kim made a motion to accept the treasurer's report. Larry seconded the motion. The Board voted unanimously to accept the treasurer's report.

Unfinished Business

Budget template
Theresa presented a template for an organizational budget that she and Linda developed using placeholder amounts and line item categories. Theresa noted that the placeholder amounts were roughly aligned for realistic expectation through December 2021 but nothing was meant to be a concrete budget number. Discussion ensued: Athena asked if a budget was even necessary at this stage of our development and consensus was that it is. Athena noted that a personnel line item category should be added to reflect intention to hire staff. Additional conversation was tabled until Linda could also provide her perspective on the budget template.

Membership tiers
Theresa said that the placeholder budget for membership fees was based on $50 per person or $75 per household annual membership. Athena asked when we were going to start recruiting members and officially launch EMV? Kim suggested that we develop some marketing pieces that provide an overview of what EMV is, the benefit for members, and the membership tiers. She also suggested that we establish our membership tiers and start recruiting as soon as possible and extend the early members' membership through December 2022 – giving them the few additional months in 2021 as a bonus. Kim asked if the board intended to establish annual membership to concur with the calendar year or a

different 12-month period. She noted that aligning membership with calendar year would mean that we are working on renewals during the holidays and at a time when many nonprofits are also conducting year-end annual appeals and that we might want to consider shifting the membership year. Also mentioned was using rolling memberships so that renewals would be tracked based on the date a membership was started – this would require frequent update and tracking by EMV staff or purchase of membership management software. More discussion ensued on what benefits our emerging EMV will offer for membership. It was decided that board members will research other Villages through the Village to Village Network website and look at how other Villages have differentiated their membership tiers, benefits, renewals, etc. Kim will set up a shared Google doc for everyone to put their notes and links to the Villages they feel could help inform our membership program. Also refer to a previous email sent from Athena that outlines benefits associated with EMV membership.

Report on insurance
Larry reported that there is no additional information to report until EMV establishes the services and programs that will be offered. He said at that point we should meet as a group with the potential underwriter to work through all the possible options for coverage that are aligned with our operations. Theresa asked what EMV needs to decide first to help the process of getting insurance, such as establishing our membership tier or programs and services. Discussion ensued around the reason for needing insurance such as transporting people to events or appointments. Discussion ensued about possible partner organizations to share liability for transportation such as RSVP, InterFaith Caregivers. Decided we need to meet with an insurance rep first to understand our options and responsibilities for liability.

Update on 501c3 status
Larry reported that unless we've received notification to our mailing address that he had no update on the status. It was noted that even pre-Covid IRS determination or response to a 501c3 filing was taking nearly 7 months and that response to our application might be many months away yet.

New Business
Non-discrimination policy
Discussion of the non-discrimination policy that Linda had emailed to the board was tabled until Linda could participate and provide context or clarification.

Nepotism Policy
Discussion of the nepotism policy that Linda had emailed to the board was tabled until Linda could participate and provide context or clarification.

Calendar for balance of 2021
Board will work to develop a master calendar of activities and events for September – December that reflects the diversity of activities that were captured from the survey responses. Concurrent to publishing a calendar would be to announce membership tiers and associated benefits. Board members will work on these tasks.

Official launch of Enchanted Mountains Village
The Board is planning on hosting the official launch of Enchanted Mountains Village with a social event so that members and potential members can meet everyone. A brief presentation on the Village movement and the development of EMV will be presented. The tentative date for the social is Sunday, October 17 possibly from 4-6 pm or 5-7 pm or a similar timeframe. The tentative location will be the

side room at Fusion on Main; light appetizers and music will be provided. Theresa will make arrangements with the restaurant owner.

Referrals for services database
Kim will organize the referrals for services from the survey responses into a database that can be built on and she will also arrange the referrals into a format like a directly listing that can be printed.

Adjournment
Kim made a motion to adjourn the meeting at 7:25 pm. Theresa seconded the motion; ayes all to adjourn. An email communication will be sent to board members to establish the next meeting date, time, and location.

ENCHANTED MOUNTAINS VILLAGE

Planning Meeting

September 23, 2021

Location – Olean Public Library, 134 North Second Street, Olean
4:00 PM

Participants: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Chuck Walker, Jean-François Godet-Calogeras
Excused: Larry Sorokes

The purpose of this meeting is to plan a launch event for the Enchanted Mountains Village to be held on October, 17, 2021 at Fusion on Main in Allegany, NY.

The group is going to plan a two-hour event, including how much time should be spent on each of the following items and who will make the presentations.

Time of the event: The event will begin at 5:00 pm and last until 7:00 pm

Social: Food, drinks, and music will last for about 45 minutes. There will be finger foods including sliders, nachos, spring rolls, coffee, tea, and soda, Jean-Francois will arrange for music. He will try to have live music if all of the equipment can work out. If not, he will have other options. Fusion also can provide recorded music, if necessary. Theresa will pay for the food.

Presentations: Athena will talk about the history and background, how the idea came about and the early efforts to start EMV. Kim will have a poster display that explains what the Village movement provides. She will also discuss that EMV is a membership organization and what people can expect to get out of joining and what they should expect to put into joining. They will also talk about the committees and encourage people to get involved by joining one of the committees and helping to create the village. Future events and services will be discussed.
The group decided that we should start with two committees. One will be called Marketing and Development and will have the responsibilities of educating the community about EMV, promoting applications, and raising money through donations and grants. The second committee will be called Program and Activity Planning and will have the responsibilities of creating monthly schedules of events and publicizing them, seeking out services needed, and creating lists of service providers. Participants who are interested in joining will be encouraged to sign up for one and the committees and become active members that can help to grow EMV. This should take about 25 minutes

Fee: After much discussion about whether to have a sliding fee, two different fees for singles and households, and how much to charge, the group decided that it would be best to have an

introductory fee of $75 for one year that would include both single persons and couples. Much discussion ensued about the need to stress that in addition to a low fee, donations by members and by affiliate members (business/organizations) will help the village grow. Chuck offered to make up a draft flyer that would be a member application and would explain the fee structure and provide a place for member fees, donations, and affiliate member donations. Explanation of the fee structure should take about 5 minutes.

Questions: After the presentations, discussions of the committees, and explanation of the fees, the remainder of the time is available for questions about EMV and discussion about what people would like to see EMV offering. This will take the remaining 15 minutes of the event.

Covid: Athena reported that she tried to contact Dr. Watkins regarding the safety of holding the launce event but he was not available. However, she was able to get advice through the Health Department that it should be fairly safe to hold the launch provided that people were masked, except when eating and that 40 should be the maximum number of participants. Fusion has four vents circulating air in the meeting room.

Materials to be developed: Kim will make posters explaining the movement. Chuck will make the flyer/application. Althea will bring name tags and pens.

Other concerns: The invitations will go out through both email and Facebook. People are encouraged to invite friends. The launch event will require a RSVP to Athena with the number of people attending. In the event less than 20 people sign up, the event will be cancelled. Kim mentioned the need to develop a website and said she would look into one that can be obtained through the Village-to-Village organization. The meeting adjourned at 5:00 pm.

ENCHANTED MOUNTAINS VILLAGE

BOARD MEETING

November 16, 2021
at 2:00 PM
Location: Olean Public Library Conference Room

Attending: Athena Godet-Calogeras, Theresa Schueckler, Kimberly LaMendola, Linda Matthews, Larry Sorokes, Jean-François Godet-Calogeras
Excused: Chuck Walker,

Call to Order: 2:13 PM

Approval of Minutes of the previous Meeting

A motion to approve was made by Kim and seconded by Larry. All approved.

Treasurer's Report – Jean Francois Godet Calogeras sent each member a copy of all of the deposits from the Olean Federal Credit Union. There is a balance of $2154.91. The only expenses have been from the EMV launch event which Theresa paid for. Checks have been coming in for memberships and donations. Copies of the bank sheets will be kept on Google Drive.

Unfinished Business:

Report on Insurance – Larry reported that Hedley Brook Agency is willing to meet with Board Members so that we can answer the questions that they have proposed. Larry will set up a Zoom meeting.

Report on NYS Charity Bureau – Larry indicated that there are other steps that have to be taken. All of our federal papers are filed but EMV still needs to become tax exempt in NYS. We need a ST119 sales tax exemption certificate as well and an application to the NYS Charities Bureau. Linda will look into that. Larry will look into the CT247 application.

Discussion of Non-Discrimination Policy – The Board agreed to accept the draft of the policy with amended language to include vendors. Kim made the motion to accept and Athena seconded. All approved

Discussion of Nepotism Policy- The Board reviewed the policy and Theresa moved to accept and Kim seconded it. All approved

New Business:

Report on Launch Event – Athena reported that there were 32 attendees and 21 paid for memberships. Athena and Kim gave presentations explaining the history of EMV, what it is and what it can do for members. Athena wondered about sending out applications to the original contact list with a reminder that memberships are available now. The consensus was that gentle reminders occasionally on Facebook and through emails was a good idea. We can update potential members about services and events periodically and attach membership forms which are going to be revised.

Kim wants to create a master data base and will look for programs that manage memberships, donations, and potential members. Jean-Francois mentioned a program called "Manage My Village".

Athena reported that some members have requested to know who else has joined the village. A discussion ensued regarding privacy. It was suggested that Board Members names and contact information should definitely be available and that on the revised application there can be a notice that members names may be shared but that there is an opportunity to decline having your name listed as a member if we decide to create a Membership Directory. The Board decided, for now, to respond to requests for names by saying we are developing a policy about that and then we will consider it at the next meeting.

Discussion of populations that we want to reach – After a brief discussion about who we want to be targeting in terms of developing services and events, it was decided that, as we look at finding an information management program, we can try to match up needs identified by surveys with the programs developed by the program committee and the list of service providers we have. There are a variety of constituent management software programs available for nonprofits.

Discussion of membership times (calendar or rolling?) – The board decided that an annual membership fee would be best. Those who just signed up in November would be covered for all of 2022. Anyone who signs up after December 31, 2021, regardless of the date, will be covered for the remainder of 2022.

Calendar for December – Athena reported that there have been requests and suggestions. Jeanne Walk requested learning about volunteer activities that could be posted in the calendar. Jean-Francois is planning a virtual visit to Greccio in Umbria on December 15. Kim suggested a flash mob or business crawl where members would go in a group to a few different businesses on a specific day and spend time socializing and shopping or browsing. A discussion was had about having an in-person social on December 12. After considering the very high Covid-19 numbers locally, the Board thought that a virtual social might be best. Kim also suggested the possibility of virtual fundraisers such as a wine tasting that could occur in the new year.

Committee Reports – Athena reported that Mike Kelly, Cathy Walters, Kristen Chambers have signed up for the Program Activity Committee. She will report back to them the suggestions that came up at the meeting or have been sent to her so they can start planning.

Discussion of service providers – The Board discussed whether we should attempt to evaluate which service providers will be on our list. It was decided that we should state that it is an informal list of service providers that have been suggested by members and provide a disclaimer regarding EMV's involvement in their selection. We also should run this by Hedley Brook for their thoughts regarding liability. Athena will talk to Warner Page about maintaining the list and updating it periodically. We will try to be ready to begin distributing it in January.

Plans for personnel – Theresa brought up the need for hiring some part-time help to deal with maintaining databases for memberships, donations, services, events, etc. This will be discussed further at the next meeting.

Other information or concerns - None

Adjournment - Date and Location of next meeting – The meeting was adjourned at 3:35 PM. Motion made by Linda and seconded by Theresa.

Next Meeting - Tuesday, January 18, 2022 at 4:00 PM at the Olean Public Library