

NewLife-Second Chance Outreach, Inc.

Annual Meeting Minutes

1/25/21 5:00pm CST/6:00pm EST

Virtual via Zoom

Agenda

I. Call to Order, Welcome & Introductions- The meeting started at 6:06pm. Madam chair welcomed everyone. She informed everyone that the meeting was only being recorded for transcribing purposes. She asked everyone to sign in on the google sheets sign in sheet, asking everyone to insert their real signature. She asked everyone to introduce themselves.

- **Andrea Atkins** is from Columbus, GA. She is a librarian. She heard about the opening from Waleisah.
- **Dale Capelouto** is in Atlanta as is the director of operations at Integrity Transformation Community Development Corporation where he built the reentry program. He has experience as an employment and therapy facility and connections with DCS. He hosts monthly expungement events. **He is directly impacted.** He is a paralegal. Works with attorney Craig Bertsch.
- **Kevin Cummings** is directly impacted. He is eager to get started and working with the team. He is in Douglasville. He heard about the opening from Waleisah.
- **Cheryl Strobridge** is in Augusta. She works with families and children to connect them to resources. She has followed the organization and desires to do more work of advocating for the incarcerated.
- **Tierra Walters** is in an undisclosed location near Athens, GA. She is a survivor of domestic violence. She is an officer manager during the day and is also directly impacted. She has volunteered occasionally with the organization but most recently wanted to get more involved. She came in on a temporary basis to fill the recently vacated position not thinking how much it would fulfil her. She is eager to help the organization grow into its destiny.
- **Kathy Greggs** is in Fayetteville, NC. She runs a nonprofit called the Fayetteville Police Accountability Community Task Force. She is retired combat Army. Fayetteville PACT is a reentry program that also works with LGBTQ community on HIV/AIDS education. They are currently working on a bail fund event. She heard about the opening from Waleisah.
- **Andez Jones** is in Phenix City, AL. He is a current board director and has been with NL-SCO, Inc. for about 8 yrs. **He is directly impacted as a juvenile.** Recently celebrated 10 yrs as a mental health counselor with the state of Georgia. He

says it is his job to help others who were in his same situation. He is a high school friend of Waleisah's.

- **Kelton Biggs** is of Columbus, GA. He has a background in marketing and finance. He works in career services to assist individuals in job and career readiness.

II. Roll Call- Roll call or attendance was observed by Tierra Walker. The following directors were present: Waleisah Wilson, Andez Jones and Kelton Biggs. The following directors were absent: Denise Thomas and Ron Watson. The following guests and interested board directors were present: Kathy Greggs, Dale Capelouto, Kevin Cummings, Cheryl Strobridge and Tierra Walters. Tiffany Kirk and Sharon Sadler later entered and attended the meeting.

Quorum was met and the meeting proceeded.

Madam chair conducted an icebreaker poll with 2 questions.

III. Consent Agenda- Waleisah explained what a [consent agenda](#) was. She explained what items were on the consent agenda and gave a brief explanation of each item. She stated that a vote would be taken on the proposed amendment before the close of the meeting.

Tiffany Kirk entered the meeting at 6:25pm and was asked by Madam Chair to introduce herself. Tiffany is in Atlanta and is a Community Development Manager with Regions Bank. She is also the founder of Project Restart an entrepreneur program for formerly incarcerated individuals. She specializes in accessing capital and financial wellness resources.

Because several individuals said they were not able to access the consent agenda items, madam chair put all the consent agenda items into the chat individually so that everyone could access and read them before the end of the meeting. She also put the bylaws in the chat. She then moved the consent agenda to the last item on the agenda.

IV. Resignations, Vote Outs, Nominations, Voting and Election of officers- Because everyone was not able to access the roles and responsibilities of officers beforehand, Madam Chair, also decided to hold the voting off until the end of the meeting to give everyone time to read the responsibilities in the event they wanted to nominate themselves for an office. She also suggested that the resignations and vote outs be held at the end of the meeting, after the elections, so as to include the votes of new directors.

Sharon Sadler entered the meeting at 6:30pm. She was asked to introduce herself. She is in Birmingham, AL. She is excited to grow with NL-SCO, Inc.

Madam Chair motioned that the current board members vote to accept the new directors and approve them to move on to orientation. It was seconded by Kelton, voted on and approved unanimously.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that the following individuals are new board directors with NewLife-Second Chance Outreach, Inc.: The new board directors are Kathy Greggs, Dale Capelout, Cheryl Strobridge, Kevin Cummings, Andrea Atkins, Tiffany Kirk, Tierra Walters and Sharon Sadler, bringing the total count of board directors to 13.*

Madam chair proceeded with the old business.

V. Old Business/Open Issues

- a. Financial Obligations of Board Directors
- b. Being Active (attending meetings, events, seeking funding, etc.).

Waleisah opened with the financial responsibilities, obligations and expectations of board directors. She spoke on the need for directors to fulfil these obligations to fulfill its mission of assisting those the organization serves. She also spoke on the option to donate with time and talent if not able to donate financially by sharing the organization's events, supporting and attending the events. She acknowledged and thanked those in attendance who have already supported the organization financially.

VI. New Business

a. Revisions to bylaws (if any)- annual meetings, mission, etc. Madam Chair briefly stated her reasoning behind proposing a new amendment to include statewide services in the purpose and for the address change but said that since everyone hasn't read the proposal that is included in the consent agenda, which will be discussed later on the agenda, she will discuss this then.

b. COVID 19 Meeting & Service Updates- Madam Chair informed everyone that due to the pandemic, instead of having 2 in person meetings and 2 virtual meetings, she motioned that all 4 regular board meetings this year be VIRTUAL via zoom. It was seconded by Kelton, voted on and unanimously approved.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that all 2021 board of directors meetings will be virtual to satisfy COVID 19 safety precautions.*

She also motioned that all services and planned 2021 events will be virtual. It was seconded by Andez, voted on and unanimously approved.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that all 2021 services and events will be virtual to satisfy COVID 19 safety precautions*

Madam Chair spoke on the history of July being reentry awareness month in Georgia and the possibility that due to covid, the Governor may not approve our request again this year but that if he doesn't we can still "unofficially" observe it with an event but that an event is not required but she would prefer that if we decided against doing a virtual job fair, that some type of event should be done. Dale offered to coordinate an expungement event for July if that is something we wanted to do. He spoke on the Next 50 grant that his organization offers for directly impacted people over 50 who need identification and training as well as a program for 18-24 year olds. He says they have a lot of funding for that.

c. Chairperson's Report- Madam chair noted she wanted to also include the announcements. She spoke on the annual renewal (\$30), the 990, Guidestar updates and the charities renewal (\$25) application. She stated that the charities certification is expired and because of Covid, she wasn't able to renew it but she plans to get it done before April 15th as well as the 990 and the annual renewal. She spoke about completing the universal donation solicitation form. She solicited help with the charities renewal application, particularly with the financial reporting requirements. She stated that she also intends to get donor year end giving letters out before the end of the month.

Madam Chair spoke on current partners the organization works with, particularly highlighting [RestoreHER](#), an Atlanta organization that advocates for formerly incarcerated women only with whom the organization is collaborating on a fundraiser together to start housing for men and women returning home. [ReStore Georgia](#), is a new GA nonprofit organization that works to change Georgia's sex offender registry laws. She expressed the desire to want to include more educational content on the organization's social media that addresses the injustice of the requirements for those on the registry. She is one of the board directors of ReStore GA. She stated that NewLife is a member and paid the \$10 annual fee. She stated that a vote would be taken later to display RestoreGA's badge on the organization's website. She also asked those who would like to collaborate and partner with NewLife to **submit their logos** at their convenience by emailing them to office@nlscoinc.org with "partnership logo" in the subject line.

d. 2021 Fundraisers: Dignity in Housing and \$2 for \$2nd Chances (annually in July)- Madam Chair explained the \$2 for 2nd Chances fundraiser and although this is usually done during Reentry Awareness Month, that even if the Governor didn't approve it, we could still have the \$2 for 2nd chances fundraiser. She explained the Dignity for housing fundraiser in which NewLife and RestoreHER are collaborating to start a housing program.

e. Upcoming Events- Madam Chair stated that the organization has no planned events as of yet but gave info on Talk Justice Tuesdays and Justice Day. She gave everyone the links to register for the events:

Talk Justice Tuesdays (1/26/21-3/16/21) at 9:30am EST:
<https://justicereformpartnership.org/tjt/>

Justice Day (2/25/21): <https://justicereformpartnership.org/justiceday/>

f. 2021 Confirmed Board Meetings- Madam chair asked everyone to look at their calendars so all upcoming board meetings could be planned. The 2021 one hour board meetings are as follows:

-Saturday, April 24, 2021 at 12pm CST/1pm EST

-Wednesday, June 23, 2021 at 5pm CST/6pm EST

-Saturday, October 23, 2021 at 12pm CST/1pm-3pm EST

(The October 23rd meeting will be 2 hours long since it is the last meeting of the year).

g. New Director Orientation- Madam Chair wanted the orientation to be done in March before the next board meeting. It was agreed upon that the date of orientation will be **March 20, 2021 from 2pm-6pm CST/3pm-7pm EST**. She stated that everyone will receive a certificate of completion.

Madam Chair also spoke on her intentions to send everyone Gmail calendar invites but because several people do not have Gmail accounts, many will not be able to have access to the calendar. She asked if anyone had gmail accounts that can be used for this purpose and if they needed one, they could have one through the newlife accounts. She asked that they submitted their gmail emails and/or organization gmail email requests to boardsec@nlscoinc.org

h. Bios & Headshot due date Madam Chair stated that she needed bios and headshots submitted to the secretary by **Friday, the the 29th, by 5pm**. Submit to boardsec@nlscoinc.org

i. Background Checks for those handling finances- Madam Chair spoke on a background check being needed for those handling finances. She said she would schedule a time to meet with those interested later before the next board meeting.

j. Suggested/possible events

1. March 2- Day of Empathy-Madam Chair said she would like to support Cut 50s effort this year and wanted Directors to come up with an event that we could do to support Empathy Day.

2. April Financial Literacy Month & 2nd Chance Month-Madam Chair expressed an interest in wanting to do 1 or 2 financial wellness, credit and/or entrepreneur workshops this

month. Dale offered to connect with On the Rise Financial Services about partnering on this event. Waleisah also mentioned Tiffany and Regions being a partner.

3. May Mental Health Awareness Month & National Foster Care Month. Madam Chair spoke on the connection of people coming in contact with the criminal legal system with the foster care system and their prior MH issues or coming out of prison with MH issues.

4. June PTSD Awareness Month- Madam Chair spoke on the desire to drive home the concept that incarceration causes PTSD and would like to

5. Reentry Awareness Month (Georgia) ??? and Minority Mental Health Awareness Month

6. National Recovery Month (Nat'l Suicide prevention Week is Sept. 5-11)

7. October Domestic Violence Awareness Month, Nat'l Depression and MH Screening Month and Mental Illness Awareness Week Oct 3-9). She spoke on her being a survivor of domestic violence and would like to do an event on the stats of women incarcerated due to DV. Dale has a connection with an org that does work with intimate partner violence.

8. November- Hunger and Homelessness Awareness Week Nov. 13-21, National Career Development Day (18th) and Nat'l Parental Involvement Day (18th). Madam Chair spoke on not really wanting to do anything for November but is open to doing something on career readiness maybe.

9. Giving Tuesday NOV 30- Madam Chair would like to participate this year to get more support on starting housing.

Madam Chair added the need for committees, particularly in the areas of locating jobs, public education and fundraising and that this is something that will need to be discussed further in detail at the next board meeting.

VII. Consent Agenda

1. Approval of [Last Meeting's Minutes](#)
2. **Noting the address change in Article 1, Section 2b and Bylaws Proposed Amendments-** Madam Chair

discussed briefly her reasoning for wanting to amend Article 2, Section 1 of the bylaws as well as having the address change noted on the bylaws (the address change does not require an amendment.). She explained that the current purpose is to provide services in Muscogee, Chattahoochee, Marion and Harris Counties and surrounding areas that comprise the Columbus, Georgia Metropolitan area or the Chattahoochee Valley Statistical areas. However, due to the work the organization has done to assist individuals throughout the state, she proposes to remove the cities that reflected the organization only working in the Columbus, GA and the surrounding areas to statewide and therefore propose that a full board vote in favor of the amendment being modified to the organization's purpose to serve directly impacted individuals STATEWIDE.

3. Treasurer's Report FY2020
4. Duties of Whole Board
5. Board Officer Responsibilities
6. 3 Main and Legal Duties
7. Governing vs Managing
8. Policies and Commitments

- Conflict of Interest Policy
- Confidentiality Policy
- Code of Ethics Policy
- Commitment to Financial Transparency
- Diversity Policy

9. Board & Committee Meeting Minute Taking Guidelines

10. Recommended Trainings to Grow Your Board Leadership

Madam Chair again gave a brief synopsis of each consent agenda item, with the exception of the treasurer's report (which was self explanatory) and the proposed amendment which she read in detail as distributed . She asked if there were any consent agenda items needing to be removed, discussed or removed to be discussed at the next board meeting. There were no objections and the consent agenda was approved and the items were adopted.

Resolution: *It was resolved and noted that all consent agenda items for the annual board meeting dated January 25, 2021 be adopted.*

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved that the bylaws be revised to reflect that Article 2, Section 1 of the bylaws be amended to reflect the change serving clients STATEWIDE as opposed to its previously agreed upon and stated purpose of only serving clients in the Columbus, Georgia Metropolitan/Chattahoochee Valley Statistical areas. This amendment was adopted on today and will be reflected in the revised bylaws and placed in the organization's corporate record book.*

Waleisah also noted that due to the organization relocating to Atlanta, that although an amendment wasn't required, the new address needed to be listed on the bylaws in Article 1, Section 2b. The Secretary will update this info on the hardcopy of bylaws that are in the corporate binder.

VIII. Resignations, Vote Outs, Nominations, Voting and Election of officers-

Madam chair motioned the removal of Denise Thomas from the Board of Directors due to the lack of active participation and donating to the organization. It was seconded by Andez Jones, voted on and unanimously approved to remove Denise Thomas and Ron Watson from the board of directors of NewLife-Second Chance Outreach, Inc.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that Denise Thomas and Ronald Watson be removed from the Board of Directors of NewLife-Second Chance Outreach, Inc. immediately. (They will be emailed letters to this effect). **This brings the total number of directors to 11.***

Open Officer positions:

A. Vice-Chair-Madam Chair called for nomination of Vice Chair. No one expressed interest. However, **Dale Capelouto** later nominated himself. It was seconded by Andrea voted on and unanimously approved.

B. Secretary- Madam Chair nominated **Tierra Walters** as Secretary for 1 year. She accepted. It was seconded by Kelton, voted on and unanimously approved.

C. Assistant Secretary- Madam Chair called for nominations of Assistant Secretary. **Sharon Sadler** expressed interest in the Assistant Secretary. Waleisah nominated Sharon. It was seconded by Kathy and voted on and unanimously approved.

D. Assistant Treasurer- Madam Chair called for nominations of Assistant Treasurer. **Kathy Greggs** nominated herself. Madam Chair asked her if she had any bookkeeping experience. She confirmed she did and that she was familiar with quickbooks. It was seconded, voted on and unanimously approved.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that the above individuals be recognized as new officers of the organization for a 1 year term.*

Madam Chair also motioned for a vote to have ReStore Georgia's badge on our website. It was seconded by Kelton, voted on unanimously approved.

Resolution: *Upon motion duly made, seconded and unanimously carried, it was resolved and noted that ReStore Georgia's badge be displayed on the organization's website as a membership badge.*

Madam Chair reminded everyone to sign in and out on the sign in sheet and to be sure to insert their real signature by writing their signature, taking a picture of it and inserting it as a .jpg image into the google sheets.

IX. Adjournment- With there not being any questions, concerns or business to discuss, the meeting adjourned at 7:45pm EST.

Minutes submitted by: Tierra Walters, Secretary



2/2/21

Signature

Date

Minutes approved by: Waleisah Wilson, Chair



2/2/21

Signature

Date