

## **Minutes for Executive Board Meeting May 25, 2018**

**– 2pm @County Judge’s Conference Room 123 S 6<sup>th</sup> Street Orange Texas 77630**

Present – Ida Schossow, Kimberly Stiebig, Russell Bottley, Michelle Tubbleville, Dave Young and Lori Ardoin

Absent – none

**Item 1** - Called to Order @ 2:08 pm

**Item 2** – Approval of Minutes – with correction in reference to Charlie Holder created a Tri County Website and will need to be paid this is not a donation of the website work. Minutes approved with corrections. Motion made by R Bottley, seconded by K Stiebig  
Voted Aye: all, motion carried

**Item 3** – Reviewed the appointment of officers with Dave Young, due to his absence from the meeting on May 10, 2018. After discussion Ida Schossow will remain President and Dave Young will be the Treasurer. Motion made by L Ardoin, seconded by K Stiebig  
Voted Aye: all, motion carried

**Item 4** – After reviewing job description for the Executive Director submitted by Michelle Tubbleville, discussion of adding “any and all duties deemed necessary by the board” the board agreed on posting the position. Motion made by L Ardoin, seconded by K Stiebig  
Voted Aye: all, motion carried

**Item 5** – Reviewed the Unmet Needs Criteria and decided to table the vote for approval after everyone could read and review more carefully. M Tubbleville will resend by email with corrected name changes.

**Item 6** – Discussion of Organization Update –

**6a** - 501C3 Process – EIN & Certificate of Formation established – Michelle Tubbleville submitted and received the Certificate of Filing of Orange County Disaster Rebuild File Number 803015435. She paid the \$50 filing fee personally and will need to be reimbursed. She is planning on turning in the second portion to the IRS, this will be a \$600 filing fee and will take 30 – 40 days to be established.

**6b – 1 & 2** Volunteer Plan/Volunteer Housing = Due to the Texas Baptist Men finalizing their time in our county and leaving they will be taking their shower trailers and mobile kitchen. We will need to fulfill this need for any incoming volunteer groups that will be coming into help with rebuild. St Vincent De Paul group needs a place to stay and office space availability, Michelle Tubbleville has contacted Red Cross for 10 people to stay.

**6b – 3** Volunteer Manager – Michelle Tubbleville expressed a need of someone to be the manager and if anyone has a recommendation please let her know.

**6b – 4** Construction Volunteers – Michelle Tubbleville stated that Nehemiah vision is the only skilled group that is in Orange County and we need more. Also discussed the CAN group

and the need of a construction supervisor position that could be paid, not a volunteer position. Discussion of Habitat of Humanity and we discussed Jerry Erhman and Bob Turner as good contacts for skilled construction needs.

**6c** – SETX Civilian Taskforce = Autumn Brown, founder of Civilian Taskforce will be coming to do a distribution to Orange County Citizens May 26<sup>th</sup> in Vidor at the Shiloh Baptist Church, she also works with GOOD360. She would like to plan another distribution in Orange on July 14<sup>th</sup>, looking for a venue, possibly VFW Hall on Hwy 87. There are no qualifications to receive anything and also will be good to distribute hurricane preparedness information and possibly have different booths.

Also, discussion of putting information out for groups within Orange County helping with recovery to contact Michelle Tubbleville to try to get a good list of groups that are here and where our needs are and possibly be able to help the groups get their information to the survivors that need help.  
(All of the above information was discussion only)

**Item 7** – Funding = M Tubbleville reported; County Judge Dean Crooks submitted a letter to get funds from the Tri County Committee that are being divided among Hardin and Orange County. We have received \$100,000 from Center for Disaster Philanthropy. Motiva has pledged \$25,000 and Bruce Clements of Austin Church has pledged \$20,000 with a request of a report of what we will do with the money.

(This was discussion only)

**Item 8** – Discussion only without taking action:

**a.** Long Term Recovery Group Conference in Galveston will be June 11<sup>th</sup> and 12<sup>th</sup>, 2018 and all board members are invited to attend. K. Stiebig, M Tubbleville and Joy Jacobs a member of the fundraising committee will be attending.

-On June 13, 2018 there will be Long term conference hosted by Hardin County from 10 am to 2 pm @ the Kirby Hill House, 210 W Main Kountze Texas 77625. All board members are encouraged to attend.

-ITBS will be in Commissioners Courtroom in the Administration Bldg and in Vidor on May 30<sup>th</sup> and 31<sup>st</sup>, 2018 for citizen to apply for help with recovery.

-Discussion on posting the Executive Director position, discussion of setting salary between \$45,000 to \$50,000. Benefits of paid time off, paid mileage, insurance and annual contract with a yearly renewal upon review. Posting possibly on our Facebook page, Indeed.com, and Southeast Texas.com

-Expressed need of hiring a Certified Public Accountant and a lawyer.

-Discussion of getting ideas for shirts with a logo, Kim Stiebig offered to bring samples to next meeting.

**b.** Set next meeting time – June 14<sup>th</sup> @ 2pm in County Judges Conference Room in Administration Building. Discussion of getting on a definite schedule for meetings, possibly 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month.

Item 9 - Adjourned motion made by L Ardoin, seconded by D Young  
Voted Aye: all, motion carried.