

Meeting Minutes

The Friends of the Charleston Center

December 12, 2016

Our Mission: *Support the Charleston Center in building healthier lives free of alcohol and other drug related consequences.*

Our Vision: *To be an integrated component of the Charleston Center that effectively promotes community awareness of services and connects clients to available resources.*

Attendees: Phill Botham, Dr. Chanda Brown, Terry Brown, Kevin Downs, Randy Coats, Woodie Avery

We approved the Agenda for this meeting and the Minutes from the Nov. 14th meeting.

Executive Director's Report (Chanda): The Holiday party is Dec. 15th, Noon-2pm. There is an Angel Tree that needs gifts for a 1 yr. old and a newborn. Phill offered to fill that need. There is a need for Candy. Woodie offered to fill that need. Budgeting is due Jan. 23rd. A "Crisis Stabilization Center" will be opening on the 2nd floor the Charleston Center. The Dept. of Mental Health will run it; 10 beds, average stay is 3 1/2 days. Hoping to open Mid-February.

Chairman's Report (Phill): Yoga Workout planned for Spring 2017 at Park Circle. Still trying to confirm the date. Discussion on the amount of money each yogi should try to raise. Decided 50 yogi's and minimum amount to raise is reduced from \$500. to \$250. We will need donations and gifts for the event. We will set up an "Event Brite" account and will set up a Facebook page for FOCC. Phill is working on a website for FOCC. Due to low attendance at this meeting, elections for service positions on the Board of FOCC will be postponed until January 9th. We are asked to bring interested prospective members to this meeting.

Treasurers Report (Woodie): Terry and I opened the account for FOCC at South Carolina Federal Credit Unions Dec. 5th. Terry is the alt-treasurer and cosigner on the account.

Oyster Roast Deposit: \$2227.
Kevin to John (cash): 120.
Total: \$2347.
Estimated total: \$2400.

Shortage: 73. (53. + 20. to keep account open)

Bank Balance: 20.

On the original estimates sheet I made a mistake. John Cato was not responsible for the band. We paid the band on the day of the event \$300. which was the difference of \$2700. and \$2400.

Non-Profit Status: (Terry)

I received our official IRS letter reflecting the ruling that FOCC is exempt under IRS section 501(c)(3). And while that is great, now Woodie your and Phill's work begins. The letter is dated 1 Dec. 2016, but the effective date of exemption is 12 May 2016, our founding date. This now means that all donations made to the FOCC on and after 12 May '16 can be deducted by the donor on their 2016 federal tax returns. More specifically this means that the FOCC has to send a confirmation letter to each donor indicating the amount donated (in the form of a thank you letter). This also means that we can only send that letter to those for whom we have a paper trail of their donation, including deposit record by individual in our new checking account. All of these letters, I believe, must go out by 30 Jan. '17 - but the sooner the better for those who like to file early.

In my regard I will send you an accounting of those expenses I covered in the course of filing our state and federal applications, e.g., \$25 for state fee and \$275 for IRS application) so that you can in turn provide a letter to me acknowledging those as donations. Woodie, Phill, in the IRS letter they direct that we (one of you, but I will also look) go to www.irs.gov/charities and enter "4221-PC" in the search bar to view publication 4221-PC, Compli-

ance Guide for 501(c)(3) Charities, which describes our record keeping, reporting, and disclosure requirements.

I also received a letter from the SC Dept. of Revenue confirming our registration with them. This will require annual renewal and the current fee of \$25, plus a financial filing within a couple of months of the end of our FY - you may recall I already filed our initial report for May-June FY16.

Next meeting: January 9, 2017