

Meeting Minutes – Stevenson Chapel Fund Association
12:30PM Thursday, February 21, 2013
Bahnhof Café, Cuero, Texas

The Stevenson Chapel Fund Association met on Thursday February 21, 2013 at the Bahnhof Café. Those present included:

Paul Morkovsky
John Ortmann
Leslie Rabke
Jamie Notz
Johnny Varela
Mark Longoria

Paul distributed the meeting agenda and copies of current By-laws to attendees and the minutes of the previous meeting were read and approved.

Paul described the amendments and additions made to the bylaws including:

Amendment to Section V: OFFICERS and the description of the treasurer at subpart 4.
Amendment to Section VIII: ACCOUNTING regarding the description of the CPA
Addition of Section IX: AMENDMENTS regarding bylaws.

Addition of Section X: FAILURE regarding options of the disposition of money in the event that the organization should meet with failure to obtain adequate funding for the Chapel.

Discussion of the amendments and additions resulted in the change to Section X whereby a majority of members is required to determine the final disposition of funds in the event of failure.

Paul reported that \$500.00 had been received from the St. Michaels Prison ACTS team and that the money would be used to open the bank account. Jamie Notz stated that she had been in contact with the banker at Trust Texas Bank and is currently pursuing additional documents required in order to open the account including: (1) official letter from the IRS with the EIN number; (2) documentation from the Secretary of State indicating our tax-exempt status – some further consultation with an attorney is recommended for this requirement. The attendees approved Trust Texas Bank as the official financial institution for the association.

Jamie Notz reported that several items are still needed for the association's tax exempt status application. She stated that once submitted the association would likely be awarded a "temporary" tax-exempt status with a review to take place after two years to verify that we remain in compliance with the objective and IRS requirements. The correct status will be 501 [c] 3 and not some other designation as previously thought. The application filing fee is \$850.00 and may take up to six months or longer to receive the temporary status. Jamie also requested that we keep open the possibility of amendments to the bylaws whereby an updated objective might be pursued after the actual construction has been completed thus maintaining the 501 [c] 3 status and eliminating the need to reapply.

A brief discussion was held regarding the overall project cost estimate of \$2.5 million and Paul stated that the assessment was purposefully set at that amount to cover the expected increases in electrical, plumbing, and sewer infrastructure that will be required with the expected West side location of the Chapel on the Stevenson campus near the Central building. (Note: entrance of these utilities is from the East side of the campus.)

John Ortmann reviewed the Chapel Fund website layout which currently includes four pages. The main page is basically our brochure and is downloadable and printable. The "latest news" page currently holds past meeting minutes and bylaws, and will be used to post updates as they become available. The site also includes a "donors" page and "volunteers" page along with a Pay-pal Account set up to hold donations until they are transferred to the association's bank account. Email received on the website will be routed automatically to Chairman Paul Morkovsky and Recorder Les Rabke, and donations will automatically be reported to Treasurer Johnny Varela and Jamie Notz CPA. With the Pay-pal account in place, John Ortmann will proceed with pursuing additional seed money donations from the ACTS Core at both Holy Family and Our Lady of Victory Churches in Victoria. We also discussed adding links to the websites of various churches and organizations that become involved with fund-raising efforts

Paul stated that he had been in contact with Chaplain Celum regarding a similar Chapel project that has recently been completed at an Amarillo prison. Paul will research further to determine who spearheaded this project and how it was funded. The Chaplain advised Paul to pursue a visit to the Amarillo prison to review the construction and a photographing session similar to that previously conducted at the Connolly Unit in Kenedy.

Discussion was also held regarding "naming rights" that might be awarded to a major donor to the project. Further research and approval from TDCJ will need to be pursued before any formal consideration of this idea can be undertaken. Jamie stated that if naming rights is approved by TDCJ, the individual classrooms might be named as well by other donors. Also discussed was the possibility of erecting a plaque in/on the Chapel building listing the major donors to the project. Paul will research these possibilities with TDCJ.

The next meeting was scheduled for noon on the third Thursday, March 21st at the Bahnhof Café.

The meeting was adjourned.

Approved: _____
Paul Morkovsky - Chairman