



1411 Brady St. Davenport, IA 52803

QCAIR Board & Annual Member Meeting Minutes

Date: July 25th, 2018

Time: 6:30 p.m.

Location: Conference Rm.
The Center, Davenport, IA

Attendees:

Board Members*					
P	Grant Curtis	P	Larry Brown	P	George Barajas
N	Susan Leuthauser	N	Dale Haake	A	Isaac Carr
P	Marsha Jones	P	Nana Ouro-Agoro	P	Marcie Phillis
P	Ioan Marcu	N	Vincent Thomas	-	Vacant
Guests/Visitors					
	Ruth Jessee (staff)		Karene Nagel		

* P – Present

N – Absent with notification

A – Absent

- Call to Order: Quorum!
- Poem: Marsha Jones- Pastor Blessing from a meeting in Kansas
- Granted seat/ voice to visitor: Larry motions, Nana seconds. No discussion, objections, abstentions. Seat & Voice granted to all persons.
- Minutes from previous meeting: Unofficial meeting; review notes
 - Motion: N/A

New Business:

- Officers/ Board Members – 3 year terms
 - Candidates: Marcie Phillis & Vincent Thomas
 - Accepted, no questions or abstentions – beginning 3 year term (in conjunction with President Grant Curtis)
 - Other board members on a rotating basis of term limits (to be emailed to board at a later date)



1411 Brady St. Davenport, IA 52803

- 2 years: Susan & Nana
 - 1 year: Dale & Marsha
- Candidates for Officer Positions
 - President: Grant Curtis running one final term, as outlined by the by-laws.
Unopposed (interest indicated by George Barajas, concluded with potential to run next Presidential election)
 - Secretary/ Treasurer: Open!
- Group for Public Charge discussion/ event overview
 - Admin. Asst. Ruth Jessee put together and presented a power point of materials both researched online and provided by ICIRR (Illinois Coalition for Immigrant & Refugee Rights) on July 23rd at the center in the form of a “Lunch & Learn”
 - Those in attendance represented One Human Family, QCI & QCAIR
 - QCI: establishing new task force
- Proposed actions/ Issues for awareness (potential partners/ local groups)
 - Joined GQCHCC
 - See action items for other organizations in the area in need of contacting
- Meeting Reports Form
 - Outlines event a volunteer is representing QCAIR at: includes event title, date, subject, brief description, number of individuals in attendance, and optional space to link any notes taken by the host organization for posterity
 - Form to be re-emailed to everyone (also available in physical form in the office)
- Budget for FY2019
 - Income
 - State of IL- NAI falls under Governmental Grants at \$30,000
 - In-Kind Contributions (Physical Labor/ Donations) \$25,000



1411 Brady St. Davenport, IA 52803

- Event Tickets (Not direct event costs, but keeping \$ from sale of tickets, particularly IES, etc.) \$640
- Expenses
 - Salaries/ Taxes
 - Outreach Director – currently operates under Nana \$55,000
 - Immigrant/ Refugee Advisor & Office Manager – outlined around current Administrative Assistance operations and pay scale with an increase of hours \$14,490
 - SSI (Social Security Insurance) \$1,500
 - Consultant/ Professional Fees - \$3,000 (direct hire paperwork via professional accountant)
 - Travel (mileage) - \$2,500
 - Printing/ Copying & Telephone/ Internet – self-explanatory
 - Rent: operating offices on both sides of the river
 - Equipment/ Repairs – NAI Expansion to the IA Side (Jane's laptop repair post virus)
 - Professional Dues – QC Chamber, Hispanic Chamber
 - Fundraising Costs – AFP, Iowa Shares, Software, etc.
 - Events
 - Covers director and organization for insurance
 - Functions of event other than printing/ copying (ie: Honor's Dinner cumulated costs) \$3,000
- Proposed budget: Motion to approve: Nana & Seconded: Marcie
 - No discussion heard; no objections or abstentions
 - Budget for FY19 Adopted



1411 Brady St. Davenport, IA 52803

- Immigration Entrepreneurs Summit: 27th July
 - QCAIR represented by Grant & George. Distributed (#) tickets, sponsored by (COMPANIES)
 - All day event, lunch included (9 a.m. – 4:30 p.m.)
 - If all tickets received distributed (\$320 to keep for QCAIR)
 - Passing Mercado due to limited volunteers
- U.S. Citizenship Honor's Dinner
 - Planning Meeting
 - Pre-meeting: 2 p.m. The Center; East Wing; second floor
 - Discussed items:
 - Series of speakers: YES! Scholarship Students, Lt. Governor IL, Ch 4 reporter
 - loan: displays of art
 - Food (with awards?): pastries? Ethnic food options?
 - Potential
 - sponsor from Estes Construction (Kent Pilcher)
 - sell advertising space
 - event name change
 - 1st held: July 30th @ 6 p.m. at The Center; East Wing- Second Floor
 - Next to be: Monday Aug. 13th @ 6 p.m.; The Center (East Wing)
 - Potential Event Dates (at the MLK Center; free of charge- waiting to hear back): Oct. 27th or Nov. 3rd

Old Business:

- New Logo, Minor Change: more impact; continuing to replace all old logos



1411 Brady St. Davenport, IA 52803

- Facebook and Website pages to remain nonpartisan, Positions on issues OK (do not add any names) – final reminder
- Volunteer Efforts (Jane)
 - Immediate engagement and retention to utilize and maximize volunteers
 - Page on the website with opportunities
 - Section of Summer Newsletter with same info
- Website (Grant)
 - 2:30 p.m. Saturday July 28th: Grant, Ruth, Susan, Tim – Everyone invited!

Financial Reports

- Income/ Expense Budget Comparison Statement
 - Final budget of FY18
 - “Very slow month”
 - Nana’s check for NAI reimbursement/ contact payment was printed but not completed: issue resolved
 - This year saw more interactions with other organizations and operating as fiscal agents for outside entities with inevitably impacted the bottom line.
- Restricted Funds Report
 - Minority Health Conference: Travel \$ Speaker
 - \$57.98 left-over from Doris-Day Foundation: Grant to contact
 - Emergency Fund for Rock Island Residents:
 - IL family lost items in a fire: never heard from after response to initial contact
 - Client from Humility of Mary: assistance ended up not being needed



1411 Brady St. Davenport, IA 52803

- Funds continue to be available for any individual or organization operating in Rock Island, IL
 - Guest: Karene: Families being ripped apart as eligible? = Yes.
If reside in Rock Island, and the board votes in favor of allocation.
- Friendly Thrift Center
 - Received: \$766
 - Trifolds (1000 English) (500 Spanish)
 - (500 French: Marcie's son translating with oversight of French teacher)
 - Four 18x24" yard signs
- Owed from State of Illinois
 - \$7,700 NAI – owed May & June
- Birdies for Charity
 - Last year: \$1600
 - Hubbell-Waterman: \$1000
 - This year: \$800
 - Waiting to receive check (est. \$193)
- Cobham: emailed board voted to donate monies to QCAIR, sent information, waiting to hear back on the amount and timeframe for receiving

Committee Reports:

- PIP – reports sent to Larry for last couple months; not expansive enough for grant writing purposes = to be addressed at later time
- Jobs Team – N/A



1411 Brady St. Davenport, IA 52803

- Volunteers – see above
- Fundraising – N/A
- Membership – N/A

Other:

- Grant on vacation (July 31st – Aug. 9th) VP Nana in charge of day-to-day
- Organizational Profile
 - Objective look at organization to discover new approaches and utilize what processes are already in existence (included in the following grant application)
 - Community Challenge Grant
 - Five awarded for \$1,500 to match in new monies
 - Approaching Bob Ontiveros (Founder of Group O) and other community members with vested interests in inclusive Quad Cities
- Wells Fargo: NAI
 - Grant due by Aug. 15th for \$12,000 to fund the NAI program in Iowa (and further reach immigrants about the importance and process of becoming citizens)
- Satellite Office
 - Change space to be more accessible with other partner organizations
 - Martin Logo moved out of Rock Island office; rent will resume previous \$
 - World Relief- Moline = up-in-the-air about continued funding and programming
 - Marcie: Rock Island: Open Doors (organization by Skip-a-Long and Century Woods) potential for an office space; if they have the capacity
- WellCare Health Grant(s)



1411 Brady St. Davenport, IA 52803

- Due July 31st for \$1,500 to use on next year's MHC (Minority Health Issues Conference) of which QCAIR will remain the fiscal agent

Motion to Close: Larry & Seconded: Nana @ 8:14 p.m.

Action Items:

Activity	POC	Estimated Completion Date
Board Vacancies (1) Officer Positions (2)	All Members	
Contact David Green \$58 left over from MHC	Grant	
Personal Invitations to All QCAIR Board meetings	Grant	
Open Doors (Rock Island) Office Space?	Grant/ Marcie	
PIP information: # meetings, # clients & in-kind hours	Marsha	
Contact Vera of the NAACP about partner in MHC	George	
Contact Jazmin Newton-Butt to be QCAIR Member	George	