

# **HABITAT FOR HUMANITY**

## **TABLE OF CONTENTS 1992 MINUTES AND REPORTS**

**Normal order of documents: Agenda, Board Minutes, Committee Reports, Exec. Minutes**  
**Meeting Dates:**

**Feb. 7 Offer made on McPherson and 1540 Oak St. properties**

**Mar. 6 Offer accepted on Oak St.**

**Mar. 10 Special meeting-Habitat organization**

**Apr. 3**

**April 27 Special meeting**

**May 3**

**May 13**

**Nov. 6**

**Dec. 4 Mora family will get Oak St. house**

**•Cost Estimate sheet for each of the Oak St. houses**

**Habitat for Humanity  
Mendocino Coast**

Estimated material cost for each Oak Street house.

Concrete		\$1400
Nails	one box	\$50
	total	\$250
TYVEK House Wrap		\$130
Locks		\$170
Sheetrock		\$500
Exterior Siding		\$750
Kitchen cabinets		\$1400
Kitchen countertops		\$360
Roofing Shingles		\$400
Doors	One exterior door	\$225
	One interior door	\$85
	All doors	\$900
Windows		\$800
Bathroom	Vanity and top	\$195
	Tub and shower	\$300
	Toilet	\$115
Paint	Interior flat	\$250
	Exterior and trim	\$730
Heating		\$1200
Water heater		\$290
Appliances	Kitchen, washer-dryer	\$1500
Electrical		\$800
Plumbing		\$800
Lumber package		\$4000

minutes of Habitat for Humanity

The regular meeting of Habitat for Humanity of the Mendocino Coast was called to order and opened with prayer by Hank Mahon on December 4, 1992 at "Two Short Sales". A quorum was present.

The minutes of the November meeting were approved as printed.

The board voted by acclamation to seat Sherri Cox as a regular board member. Max Mitchell reported that the legal work has been completed on the Morales home and title has been transferred.

The board voted to pave with concrete, under supervision of Bob Caccamo, the property on Oak St. Neighbors and the city were concerned about street parking. The driveway will be completed as soon as possible.

Bill Mertle reported that more names have been added to the mailing list.

The board voted to hold the rummage sale in 1993 at Preston Wall again.

Concert pianist, Frank Reeves, from Stockton, Univ. of Pacific Conservatory of Music, will play a benefit concert for Habitat on April 17, 1992.

Blaine Tucker will procure a bed and breakfast inn room for him.

Max will speak at Ft. Arena to a group interested in starting an affiliate.

Also he will present Mora, Oak Street, Habitat family, at the First Presbyterian Church on Sunday, Dec. 6th.

Update on property acquisition: The city of Ft. Bragg is working with Habitat to secure a community development block grant so that the local affiliate can acquire the property on N. McPherson St. The board voted to deposit \$2,000 as a non-refundable deposit, with the present owner. The price is currently \$115,000. The deposit will apply to the purchase price. A time frame of about 9 months to complete the grant is expected.

The board turned down the offer of the Affinito building because of no site to move it to....and the problems associated with the building.

The nominating committee consisting of Colleen Cleary and Tom Jonergan presented the following slate of officers: Year, 1993...president,

Bill Mertle, vice-president, Max Mitchell, Treasurer, Penny Honer,

Secretary, Colleen Cleary. All of the present board members agreed

to serve another term. The board voted to ask the secretary to cast a unanimous ballot. Hank Mahon will remain on the board.

The next meeting will be January 8th, 1993

The meeting was closed with prayer by Susan McNeill at 1:10 P.M.

Respectfully submitted,

Colleen Cleary, Sect.

minutes of the Board of Directors, Habitat for Humanity of the Mendocino Coast.

The meeting was called to order and opened with prayer by Fr. Pidsen on November 6, 1992 at two short sales at noon. A quorum was present in attendance: Fr. Pidsen, Max Mitchell, Penny Woner, Linda Barnett, Colleen Cleary, Hank Mahon, Susan McNeill, Scott Anderson, Jeff Warner, Will Mertle.

Penny Woner, financial secretary, reported a balance of \$708.14. The debt balance is about \$4500.

On a motion by Will Mertle, to satisfy our pledge to tithe, a gift of \$500 will be sent to Habitat International toward the work of Steve Wiffenegger in Honduras. Penny will call Americus to try to clarify the definition of "undesignated funds" for future reference when determining the amount of tithing.

The Morales family, first Habitat project for local affiliate, is building a garage on their property. The agreed upon selling price after conferring with the family, for the Morales house will be \$85,000. They will be responsible for the taxes and insurance after the mortgage agreement is signed. Tom Lonergan is drawing up the agreement, with the local affiliate named as buyer if the family decides to sell.... (right of first refusal.) The family will realize any equity they have invested...up to the amount that has actually been applied to the mortgage.

Susan McNeill was concerned that some workers who showed up for the second build had nothing to do. Scott spoke to the situation from experience. A commitment between the volunteers and UPW with workers being scheduled so as to use all who volunteered, was suggested. The board is considering purchasing bumper stickers.

Linda Barnett asked if there would be a board member who could come to the South Coast Gualala Community Service Group to speak on UPW.

Penny asked if she should be keeping a donor's list. The board felt that that would be appropriate.

Colleen called the attention of the board to the fact that the vacancy left by Mildred Benioff's resigning has not been filled. Also a new mailing and phone list of directors is needed. Will Mertle said he had access to a 9,000 person mailing list for newsletters.

It was suggested that a person from the regional UPW staff skilled in fund raising be invited to address the board.

A nominating committee consisting of Tom Lonergan and Colleen Cleary will present a slate of officers to the board at the December meeting.

There being no further business, the meeting was closed with prayer at 1:15 p.m. by Susan McNeill. Respectfully submitted, Colleen Cleary

April 27, 1991

Minutes of Board Meeting, Mendocino Coast Habitat for Humanity.

Directors present: Bill Mertle, Mark Hartman, Colleen Cleary, Susan MacNeil, Henry Mahon, Max Mitchell. Visiting, Jeff Warner, Director Fort Bragg Food Bank.

A quorum was judged to be present. Meeting was opened by prayer from Mark Hartman.

**DISCUSSION:**

The board discussed at some length how to make the family selection criteria public. The board did not come to any resolution but agreed that all criteria would be made public from the outset.

**RESOLUTION;**

The board approved the by-laws as written. The by-laws were submitted to Habitat West Regional Office with the affiliation application. Vote was unanimous.

**RESOLUTION:**

The board voted to authorize a dedicated telephone for Mendocino Coast HfH. Mark Hartman offered to make space in the office of the First Baptist Church available if we buy an answering machine. Max Mitchell offered to buy the machine and make arrangements for the telephone.

**DISCUSSION;**

The board discussed the problems that exist on the legal description of the lot on south Harold street. The city will correct the description. The city still has not decided just what improvements they will require before we can build on the property . Probably a drainage plan and sidewalk with curb.

**RESOLUTION;**

The board decided that its regular monthly meeting would be at 12 noon the first Friday of the month. We will continue to meet in the offices of Fort Bragg Electric.

There being no further business the meeting was adjourned with prayer by Mark Hartman.

*Max Mitchell*

May 13, 1991

Minutes of Board Meeting , Mendocino Coast Habitat for Humanity

Directors present: Colleen Cleary, Jeff Warner, Henry Mahon, Mark Hartman, Margaret Holub, Bill Mertle, Tom Lonergan, Paula Forsyth , M. Nehagian and visiting, Julia Janecki Habitat for Humanity representative.

A quorum was judged to be present. Meeting was opened with prayer by Max Mitchell.

The main purpose of the meeting was to get acquainted with Julia and to go through the Mendocino Coast Habitat for Humanity application for affiliation with Habitat for Humanity International.

**DISCUSSION:**

The board was guided through the application with the following points highlighted:

Family nurturing committee needs to be formed soon. We should have the group by the time the first family is selected for a house. They need to be aware of the families payment record. The family must be contacted the first day after missing a monthly payment.

Mendocino Coast Habitat may want to start a sister project in a foreign country. Bonnie Watson of the affiliate office in Americus would have information for us.

The finance committee must keep an accurate, running inventory of material on hand.

We should send tithes to Americus on a quarterly basis.

The finance committee needs to send Julia our current bank balance.

Spanish language forms are available from Americus.

Some funds for building for the handicapped are available from Americus. Also, loans without interest are available.

There must be a monthly accounting of hours worked by the family on their house. Records of work must be signed by both the family and

May 3, 1991

The regularly scheduled meeting of the board of directors of Habitat for Humanity of the Mendocino Coast was called to order and opened with prayer on May 3, 1991 at the office of "Two Short Sales," Ft. Bragg, Ca. at noon.

In attendance: Margaret Golub, Jeff Warner, Mark Hartman, Colleen Cleary, Hank Mahon (presiding in the place of Max Mitchell, president.) Bill Mertle, Tom Joebar (newsletter) and Peter Nahigian, new board member.

Hank Mahon introduced Tom Joebar to the board. Tom explained how he was going to get a newsletter published with the help of Penny Yoner. They are hoping to get the first newsletter out in June.

Peter Nahigian was welcomed to the board. Peter's expertise is in construction.

Hank Mahon, representing the site selection committee, along with Bill Mertle, explained the hang-up on the site on Harold Street. It was a matter of incorrect description of the property and also the fact the improvements in the way of sidewalks and drainage imposed by the city of Ft. Bragg may bring the cost of the property up so that it is unaffordable.

They also discussed the possibility of acquiring a 2 lot piece on McPherson Street that has an existing house that may be able to be renovated, as well as another building site. They will also look into the possibility of working with the redevelopment agency.

The board discussed the criteria for setting the price of a completed house. The new member, Peter, was brought up to date on the thinking of the board.

Hank Mahon offered to take any board member, who was interested, to see both sites being considered.

The meeting was adjourned with prayer, by Mark Hartman at 1:10 P.M.

respectfully submitted,

Colleen Cleary, sect. pro-tem.

cc: JI:MM

minutes...habitat for humanity of the mendocino coast

The regular monthly meeting of the board of directors of habitat for humanity, April 3, 1992 at two short sales;

present: Max Mitchell, Bill Mertle, Scott Anderson, Mildred Renioff, Linda Barnett, Hank Mahon, Penny Honer, Jeff Warner, Elaine Tucker, Paula Forsyth, Colleen Cleary

meeting opened with prayer at noon ....Max Mitchell

minutes of the march 6, 1992 meeting approved as printed.

president Max Mitchell welcomed Linda Barnett, representative from the south coast, to the board.

The board approved the appointment of Rud DiArezzo as newsletter editor, beginning immediately.

site selection: The escrow has closed on the property at 1540 E. Oak St. The Rotarians will be working on Saturday, April 4, to clear the lot. The habitat sign has been erected at the site. The board of directors will meet after today's meeting, at the site, for photo op with the media. Now that habitat is established, the media is eager to cover any progress toward a new project.

regional conference: Scott Anderson attended; highlights; the western region has hired a person to assist local affiliates in fund raising; camaraderie of WFW attendees valuable, supportive; conclusion, personal involvement the key to success of WFW projects.

Construction plans; Bill Mertle reported that Schlosser and Leventhal architects, will have preliminary plans ready to submit to the city by next week. Target date for build is still June 20th. Still considering putting 2 units on the lot if the city will approve.

financial statement: Penny Honer reported that after the purchase of the land there is still \$12,091.04 available for a build.

inquiries from community case management, via Cynthia Cole, director Mendocino county, about working with habitat to construct a home for elderly indigent on the coast...board and care. The board suggested that the local committee of CCM search for a house to rehab and then in the future habitat of the mendo coast may be able to work with them.

family selection: Paula Forsyth reported that approximately 116 applications have been received and processed for the next build. Site visits to homes should be complete by April 15th and a selection made at the next board meeting. Family selection committee will seek counsel from Tom Lonergan about siting 2 families on one lot.

Penny Honer reminded the board that it is a non-profit organization, but a private foundation.

Rummage sale: June 5&6 Preston Hall, Mendocino. Merrie Goodwin to assist. Meeting closed with prayer by Max Mitchell at 1 P.M. to adjourn to the property. Colleen Cleary, sect. pro-tem



Time: noon, March 6, 1992...two short sales

Habitat for Humanity of the Mendocino Coast regular monthly meeting.

Board Members Present: Hank Mahon, Elaine Tucker, Mark Hartman, Max Mitchell, Bill Mertle, Colleen Cleary.

Opening Prayer: Mark Hartman

Minutes of the February 7, 1992 meeting approved as printed.

Building site: An offer of \$39,600 has been accepted on a lot on East Oak St., Ft. Bragg. Escrow should close next week. Max presented a map of the area and also a letter from Milliman (City of Ft. Bragg) stating that the Dept. of Health exemption from the water hook-up moratorium was not site specific and could be transferred to the Oak St. building site.

The board voted to try to get a use permit to put up 2 units on the site. Each unit at least 1,000 sq. ft. City planner, Scott Cochran thought the city would grant a waiver to accommodate two units of this size.

Architects Rob Schlosser and Mike Leventhal will donate the plans.

If the city is eligible for community development block grant funds, the board will ask for a couple pieces of property for their next project.

Max received a phone call from a man in Albion who volunteered to design the next house.

Finance: Penny Woner presented an accounting to the board: balance \$48,298.74

Family Selection: No report from the committee.

Vacancy on the Board: The board voted to seat Linda Barnett, from Elk, on the board to represent the south coast, filling the vacancy by Margaret Wolub, (resigned due to job pressures).

Hank Mahon reported that Merrie Goodwin has consented to represent the board in sharing the Rummage sale in JUNE with the Christian Camp of Albion.

Publicity: Max spoke to the Kiwanis. They indicated they were willing to help furnish some of the appliances for a new home.

The media will be alerted as soon as the escrow closes on the Oak St. property so that pictures and stories will generate interest in the next build. Application closure date will be announced via media also.

There was no further business. The meeting was closed at 12:55 with a prayer by Colleen Cleary.

Respectfully submitted:

Colleen Cleary, Sect. pro-tem

Time: noon, February 7, 1992...two short sales  
habitat for humanity of the Mendocino coast regular monthly meeting.

Board members present: Max Mitchell, Jesus ybarra, Jeff Warner, Colleen Cleary, Bill Mertle, Hank Mahon, Mildred Benioff, Fr. George Riden, Elaine Tucker, Paula Forsyth, Scott Anderson, Penny Honer, Mark Hartman.

Absent: Susan McNeil, Tom Lonergan

Opening prayer: Paula Forsyth

Minutes of the January 3, 1992 meeting approved as printed  
site selection; property at 320 S. McPherson listed at \$79,000. An offer of \$60,000 made, no response. Property at 1540 Oak St. listed at \$45,000. ~~Paula Forsyth~~ <sup>Max Mitchell</sup> authorized by board to make an offer to owner, up to \$40,000 after Elaine Tucker determines that the other offer has expired.

By resolution the board voted to start talking to the city of Ft. Bragg and the state about acquisition of land through community development block grant funding...Application process to begin immediately.

Finance Committee: Max reported that two large checks of \$5,000 and \$2,000 will be deposited.

Penny Honer, Treasurer, reported that the balance in the HFH account now stands at \$47,697.63, (includes the \$5,000 check)

Family selection: Paula Forsyth reported that the committee will meet toward the end of February. Few applications have come in even though there has been advertisement. Closure date is March 30, 1992.

Morales Family: Bill, Jesus and Mark have all been in touch with the family. Minor problems have been resolved. Drainage of water standing on the lot is being accomplished.

Regional conference at Sunnyvale, March 7-8. Paula, Bill and Scott have indicated that they could go.

Vacancy on board: Pt. Arena would like to work with the Mendocino Coast HFH. Interested persons will be approached as possible board member. Item tabled until the next meeting.

Hank Mahon suggested that our affiliate take over the rummage sale from the Albion Christian Camp, held each year at Preston Hall, Memorial Day weekend. The board voted to share equally this year in the endeavor and to consider continuing the tradition as a fund raiser of Mendo. Coast HFH. if personnel can be found to head up a committee to be in charge.  
Penny Honer suggested that the Senior Center might want to work cooperatively

with Mendo Coast HFH after the Soroptimists give up the weekly ringo.

Hank Mahon reported requesting Millard Fuller's visit Mendo Coast HFH while he is on the west coast at Arcata. Fuller's time restraints precluded visit.

There was no further business. Mark Hartman closed the meeting with prayer at 1 P.M.

Respectfully submitted, Colleen Cleary

RESOLUTION (ASSOCIATION OR OTHER NON-CORPORATE ORGANIZATION)

BE IT RESOLVED THAT Mrs. Penny Honer, Chief Financial Officer  
(Name and Title of Officer(s))

is hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of this Mendocino Coast Habitat for Humanity  
(Type of organization)

I, Max O. Mitchell, President  
(Name and Title of Officer)

of Mendocino Coast Habitat for Humanity  
(Name of Organization)

hereby certify that the foregoing is a true copy of a resolution duly adopted by the Mendocino Coast Habitat for Humanity Board of Directors  
(Name of Governing Body of the Organization)

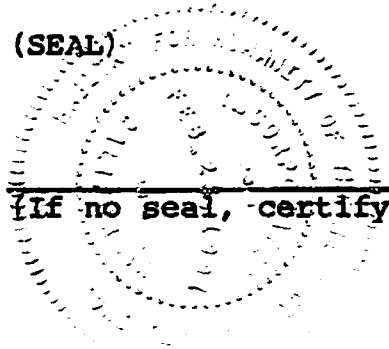
of said \_\_\_\_\_ at a meeting duly held the 13th

day of May, 1991, at which a quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the \_\_\_\_\_

Mendocino Coast Habitat for Humanity by laws  
(Name of Document under which Organization is Operating)

of said Mendocino Coast Habitat for Humanity  
(Name of Organization)

(SEAL)



Date May 20, 1991

(If no seal, certify that there is no seal)

[Signature]  
Secretary  
(Must not be signed by Officer authorized to act)

the project leader.

The family selection of the application must be redone. Paula took the assignment to redo the section and present it to the board at its next meeting for adoption.

There was quite a long discussion on the median income of Fort Bragg. Paula presented information that said the median income in Fort Bragg is over \$23,000 per family annually.

RESOLUTION:

The board voted to use a lease-option arrangement with the family if their 500 hour requirement hadn't been met by move in time. The regular deed of trust then will be used when the requirement is satisfied. Should the 500 hours have been accomplished by move in time then the family will sign the deed of trust. The vote was unanimous.

RESOLUTION:

The board voted to adopt the resolution attached. Penny Honer is authorized to sell shares of stock which we are going to be given. Motion to vote made by Tom Lonergan and seconded by Jeff Warner. The vote was unanimous.

The board wishes to thank Julia Janecki for visiting and guiding us through the affiliation application process. We appreciate the many helpful suggestions she gave us about all aspects of Habitat.

There being no further business the meeting was adjourned with prayer by Mark Hartman.

*Max Mitchell*

**MINUTES OF SPECIAL MEETING OF**

**BOARD OF DIRECTORS**

**HABITAT FOR HUMANITY OF THE MENDOCINO COAST, INC.  
A California Corporation**

The Directors of the above named corporation, constituting the Board of Directors of said corporation, held a special meeting at the time, on the day and at the place set forth as follows:

**TIME:** 3:00 P.M.

**DATE:** March 10th, 1991

**PLACE:** 535 Chestnut Street  
Fort Bragg, California

There were present at the meeting the following Directors, constituting a quorum of the full Board:

MAX MITCHELL, WILLIAM S. MERTLE, COLLEEN CLEARY,  
HENRY MAHON, MARK HARTMAN, THOMAS C. LONERGAN and  
PENNY HONER

1. Waiver of Notice and Consent.

The Temporary Chairman announced that the meeting was held pursuant to written Waiver of Notice thereof and Consent thereto signed by all of the above named Directors of the Corporation; such Waiver and Consent was presented to the meeting and upon motion duly made, seconded, and un-animously carried, was made a part of the minutes of the meeting and now precedes the minutes of this meeting in the Book of Minutes of the corporation.

2. Articles of Incorporation.

The Temporary Chairman informed the Board that the original Articles of Incorporation of the corporation had been filed in the office of the Secretary of State of the State of California on February 25, 1991, and that they named Max Mitchell as initial agent for service of process.

The Temporary Chairman presented to the meeting a certified copy of the Articles of Incorporation, showing filing as stated. The Temporary Secretary was directed to

record said Articles in the Office of the County Recorder of Mendocino County and then insert the copy in the Book of Minutes of the corporation and was also directed to keep a copy at the principal office for the transaction of business of the corporation. On motion duly made, seconded, and unanimously carried, it was resolved that Max Mitchell be confirmed as the corporation's agent for service of process.

3. Adoption of Bylaws.

The Temporary Secretary presented to the meeting a form of Bylaws that was considered and discussed. On motion duly made, seconded, and unanimously carried, the Temporary Secretary was directed to prepare the final draft of said Bylaws for presentation and adoption at the next regular meeting, for insertion in the Book of Minutes of this corporation, and to see that a copy of the Bylaws, duly certified, is kept at the principal office for the transaction of business of this corporation.

4. Establishment of Number of Directors.

The Temporary Chairman announced that it would be in order to fix the number of Directors as provided in the Bylaws. On motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that the authorized number of Directors of this corporation shall be not less than twelve (12) nor more than sixteen (16).

5. Election of Officers.

The meeting proceeded to the election of a President, Vice President, a Secretary, and a Chief Financial Officer. The following were duly nominated and elected to the offices indicated before their names, to serve for one (1) year or until their respective successors are duly elected and qualified, whichever occurs later:

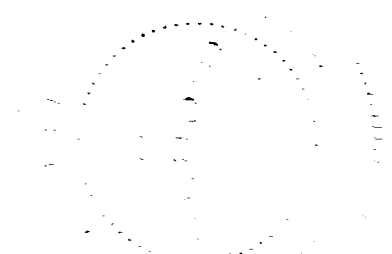
<u>Office</u>	<u>Name</u>
President:	MAX MITCHELL
Vice President:	HENRY MAHON
Secretary:	THOMAS C. LONERGAN
Chief Financial Officer:	PENNY HONER

The officers so elected accepted their respective

offices, and thereafter the President presided at the meeting as Chairman, and the Secretary acted as Secretary of the meeting.

6. Corporate Seal.

The Secretary presented for approval a proposed seal of the corporation, consisting of a circle having on its circumference the name of the corporation, and the words and figures "INCORPORATED", the date of incorporation, and "CALIFORNIA" in the form and figures, as follows:



On motion duly made, seconded, and carried, the following resolution was adopted:

RESOLVED, that the corporate seal in the form, words, and figures presented to this meeting is hereby adopted as the seal of this corporation.

7. Accounting Year.

The Chairman suggested that the Board next consider adoption of an accounting year. On motion duly made, seconded, and unanimously carried, the following resolution was adopted:

RESOLVED, that this corporation adopt an accounting year as follows:

Date accounting year begins: January 1st  
Date accounting year ends: December 31st

8. Principal Office Location.

After discussion, and on motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the City of Fort Bragg, County of Mendocino, California, is designated and fixed as the City and

County in which the principal office for the transaction of the business of this corporation shall be located, unless and until changed by resolution of this Board.

9. Establishment of Bank Account.

The Chairman suggested that the Directors consider providing for the deposit and disbursement of corporate funds, and authorizing certain officers to be responsible for deposit and disbursement. On motion duly made, seconded, and unanimously carried, the following Resolutions were adopted:

RESOLVED, that the President and Chief Financial Officer of this corporation, acting jointly on behalf of the corporation, are authorized to open such bank accounts as may be necessary or appropriate for the conduct of the business of this corporation, provided that any such bank accounts shall require the signature of \_\_\_\_\_ on all checks drawn on such accounts, that all Resolutions required by the depository banks with respect to such accounts are hereby adopted, and that the Secretary of this corporation is authorized to certify to any bank the adoption of the Resolution in the form used by that bank.

The Chairman suggested that the Directors consider providing for the deposit and disbursement of corporate funds, and authorizing certain officers to be responsible for deposit and disbursement. On motion duly made, seconded, and unanimously carried, the following Resolutions were adopted:

RESOLVED, that all specific forms of Resolutions required by any such depository as presented to this meeting not inconsistent with these Resolutions are adopted in the form provided by the depository, and the Secretary of this corporation is authorized to certify those Resolutions as having been adopted at this meeting, and is directed to insert the form of those Resolutions in



the Minute Book immediately following the Minutes of this meeting.

RESOLVED, FURTHER, that any such depository to which a copy of such Resolutions, certified by the Secretary (or an assistant Secretary) of this corporation, shall have been delivered shall be entitled to rely on those Resolutions for all purposes until it shall have received written notice of the revocation or amendment of these Resolutions by the Board of Directors of this corporation.

10. Incorporation Expenses.

To provide for payment of the expenses of incorporation and organization of the corporation, on motion duly made, seconded and unanimously carried, the following Resolution was adopted:

RESOLVED, that each of the officers of this corporation is authorized and directed to pay, on behalf of the corporation, the expenses of incorporating and organization of this corporation.

11. Exemptions from Federal and State Taxes.

The Chairman explained that federal and state tax exemptions are available to certain nonprofit corporations. On motion duly made, seconded, and carried, the following Resolution was adopted:

RESOLVED, that the President and/or Secretary consult with a Certified Public Accountant to prepare the application for exemption from taxation under the state tax laws, and take all necessary steps to complete the application for affiliation for inclusion under the federal group exemption. The President shall execute and file all necessary applications for exemption from those taxes with the appropriate authorities, and to pay the necessary filing fees.

12. Statement by Domestic Corporation.

On motion duly made, seconded, and unanimously carried, the following Resolution was adopted:

RESOLVED, that the President is authorized and directed to execute and file with the office of the Secretary of State of the State of California, at the times required by law, the annual statement required by the California Corporations Code to be filed by domestic nonprofit corporations.

13. Registration With State Attorney General, Registrar of Charitable Trusts.

On motion duly made, seconded, and unanimously carried, the following Resolution was adopted:

RESOLVED, that no later than six (6) months after the receipt of assets to be applied to the charitable or religious purposes for which this corporation was organized, the President is directed to register the corporation with the Registrar of Charitable Trusts, Office of the Attorney General of California; and

RESOLVED, FURTHER, that the President is directed to make periodic filings as required by the Attorney General describing the financial activity of the corporation and the distribution of the assets held for charitable purposes.

14. Compliance with Local Solicitation Ordinances.

On motion duly made, seconded, and unanimously carried, the following Resolution was adopted:

RESOLVED, that the President is directed to ascertain the legal requirements imposed on organizations soliciting funds for charitable purposes in the City of Fort Bragg and the County of Mendocino; and

RESOLVED, FURTHER, that the President is authorized and directed to make all necessary filings and obtain all necessary permits authorizing and allowing this corporation to make public solicitations for contributions for charitable or religious purposes in the jurisdictions named above.

15. Employer Identification Number.

The Chairman stated that there was a need to secure a Federal Employer Identification Number for use on certain tax returns and statements. On motion duly made, seconded, and unanimously carried, the following Resolution was adopted:

RESOLVED, that the officers of this corporation and each of them, are authorized and directed to make such filings and applications as are necessary to secure for the corporation a Federal Employer Identification Number.

16. Nonprofit Mailing Permit.

The Chairman stated that it would be to the benefit of the corporation to obtain a nonprofit mailing permit. On motion duly made, seconded, and carried, the following Resolution was adopted:

RESOLVED, that the officers of this corporation and each of them are authorized and directed to make such filings and applications as are necessary to secure for the corporation a nonprofit mailing permit.

17. Monthly Board Meetings.

The Chairman then proposed that pursuant to the California Corporations Code and the proposed Bylaws, the Board fix a time and place for the holding of regular business meetings of the Directors. Following a discussion, and upon motion duly made, seconded and unanimously carried, the Secretary was authorized to bring the matter back before the Board, for presentation and adoption at the next regular meeting.

Adjournment.

There being no further business, on motion duly made, seconded, and carried, the meeting was adjourned.

\_\_\_\_\_  
MAX MITCHELL, Temporary  
Chairman

\_\_\_\_\_  
MAX MITCHELL, President and  
Chairman

ATTEST:

\_\_\_\_\_  
THOMAS C. LONERGAN, Temporary  
Secretary

\_\_\_\_\_  
THOMAS C. LONERGAN, Secretary

(SEAL)