

WESTHIGHLAND FOUNDATION MEETING MINUTES

Location: ALDOT M & T
Conference
Room

Date: 05/10/24

Time: 12:00 PM

Facilitator: Valerie Branyon

Agenda items

1. Decide/Vote on Board members.
2. Elect Officers:
Valerie Branyon, President
Katelyn Vann, Vice President
Andrea McCollum, Secretary
Nichole Morgan, Treasurer
3. Review Articles of Incorporation and obtain signatures.
4. Review Bylaws and obtain secretary signature.
5. Decide/Vote on submitting Non-profit paperwork.
6. Discuss Website

Action items	Owner(s)	Deadline	Status
Nomination of Board Members	Valerie Branyon	05/10/24	completed
Officers Elected	All Board Members	05/10/24	completed

Articles of Incorporation Reviewed and signed	All Board Members	05/10/24	completed
ByLaws Reviewed and signed	Andrea McCollum, Secretary	05/10/24	completed
Motion to submit Non-Profit Paperwork	All Board Members	05/10/24	Agreed upon and completed
Discuss Website	All Board Members	05/10/24	

Westhighland Foundation Website: www.westhighlandfoundation.com

Has been set up.

\$250 down and an hourly rate of \$15 per hour will be charged thereafter.

Scott Gravely – web designer

*****Things to be included on the website*****

Mission Statement/Purpose

Picture of the Original Westhighland School in 1960

Set up a donation/Go Fund Me Account

Automatic Receipts for Donations made via the website.

T-shirts – can be ordered via the website.

Plans and Visions -Westhighland Summer Camp

Financial Reports

Meeting minutes

Board Members’ Contact Information

Meeting adjourned Friday, May 10, 2024, @ 12:46 PM.

Andrea McCollum, Secretary

AM

