

WEST HIGHLAND FOUNDATION MEETING MINUTES

Location: ALDOT M & T
Conference
Room

Date: 05/16/24

Time: 12:00 PM

Facilitator: Valerie Branyon

Agenda items

1. Call to order.
2. Reading of minutes from 05/10/24 meeting
3. Motion, 2nd to accept minutes, with no necessary corrections.
4. Establish the Website Committee (Candidates: Katelyn and Alexis)
5. Recommendations for the website
 - Pictures of the original school, foundation members (business attire),
Photographer: Holly Fisher
 - Formatting
 - Information on Home Page
 - Estimated funds needed for school restoration/recreation center/park (\$35 to 40 million in funding from grants, public & private donations)
 - Biography of each officer/foundation member
 - Biography to include name, age, occupation, position in the organization, and why you would like to see West Highland School become a Park and Recreation Center
 - Submitted 1023EZ (only allows \$50, 000 per year to be collected) by Valerie Branyon on 05/14/24 – approximately 1- 2 months to receive a response/letter of determination. We may still be required to complete the 1023 long form.

| Action items | Owner(s) | Deadline | Status |
|---|--|---|--------------------------------------|
| Website Committee established | Alexis Wilson Kately Vann Nichole Morgan | 05/16/2024 | Motioned, 2 nd and agreed |
| Website Plans | All Board Members | | |
| Establish date for photo shoot – May 22 nd 5:30 PM | All Board Members | 05/16/24 | completed |
| Email addresses- individual board members/org box | All board Members | *prior to website being completed | |
| Social media platforms | All Board Members | *prior to website being completed, but not released until | Motioned, 2 nd and agreed |
| Bank Account | All Board Members | | |
| Travel Ball Park- could possibly pay for itself within a year | Katelyn Vann Valerie Branyon | | |
| Building Renovations- possible liability until building is restored | All Board Members | | |
| Insurance | All Board Members | | |
| Clean-up effort/community clean-up day | All Board Members | | |
| Safety of roof | All Board Members | *prior to clean-up day | |

Today, Thursday, May 16, 2024, the West Highland Foundation Committee Board Members met in the ALDOT Materials & Test Conference Room, Fayette, Alabama.

All board members were present:

Valerie Branyon, President

Katelyn Vann, Vice President/Website Committee

Andrea McCollum, Secretary

Nichole Morgan, Treasurer/Website Committee

Alexis Wilson – Board Member/Website Committee

In today's meeting, the website committee was established, motioned, 2nd, and agreed upon by all members in favor, website plans were discussed concerning an explanation of what our organization is about, pictures of all board members individually and as a group, bios for each board member, business attire for photoshoot, established the date for the photoshoot, who will send reminders for the photoshoot, the projected amount to restore the facility, building social media platforms privately while the website is being established, email addresses for each board member, as well as a general email that will be set up like an org box, and we all went out to the West Highland Building to look around at the building and property.

Meeting adjourned Thursday, May 16, 2024, @ 1:06 PM.

Andrea McCollum, Secretary

AM