



## BOARD MEETING MINUTES

MEETING DATE	MEETING TYPE	MEETING LOCATION	QUORUM?
December 1, 2020	Regular	Zoom Videoconference	Yes

PERSONS IN ATTENDANCE				
	Name	Officer Title(s)	Present	Absent
INTERIM BOARD MEMBERS & OFFICERS	Kathleen Reed	Chair	√	
	George Williams	Vice Chair	√	
	Harry Abell	Treasurer	√	
	Jane Dixon	Secretary	√	
	Dena Abell		√	
	Nelson Eash		√	
	Sue Gridley		√	
	Josh Ingle		√	
	Jeff McBryar			√
	John Rollins		√	
	Marcy Williams		√	
	Bob Woods			√
	Dan Zink			√
	COMMITTEE MEMBERS AND GUESTS	Name	Capacity or Organization	
William Back		Dade County	√	
Charles Mahan		Interested participant	√	

CALL TO ORDER AND ROUTINE MOTIONS	
Call to Order	By Kathleen Reed at 6:02 PM
Invocation	Harry Abell
Motion to approve the Meeting Minutes of November 3, 2020 approved by all present.	
Motion to accept the Financial Reports approved by all present.	

### COMMITTEE REPORTS

Provided to all Directors in advance and attached to these minutes.

### DISCUSSION

Workers Compensation Insurance.

Harry Abell reported that the Alliance must purchase Workers' Compensation insurance. He received a quote from Hartford Insurance (\$276/year) that we would pay monthly through our payroll software system (Gusto). Officers of the Alliance will sign a waiver to opt out of the insurance coverage. Two questions were raised:

1. Can we tie-in to the city or county workers' compensation policy?
2. Should we support a local agency when purchasing the policy?

Harry will check additional options. Preference would be to use a local agency if the cost is less than or equal to the Hartford policy.

#### Signage.

Nelson Eash reported that he needs final wording and colors for the signs that will be posted on the roadways. He is looking at reflective aluminum signs that can be bolted to a post. The board recommended that the signs say simply "Welcome Center" and include an ARROW indicating which way to turn. Nelson will send more information to all board directors soon.

#### Light Up Trenton – Saturday, December 5, 2020.

It was confirmed that all businesses participating with decorations for Light Up Trenton will receive a small plaque. The contest winner will receive a larger "traveling" plaque. Plaques are being produced by Sweet Tees in Trenton as quickly as possible after the event. By December 12, Jane Dixon, Kathleen Reed, and possibly George Williams will visit all participating businesses to present their plaque and encourage them to invest in the Alliance. Marcy Williams will produce a brochure to be used in this effort.

#### Board Nominations.

George Williams announced that Josh Ingle will chair the Nominating Committee, assisted by Bob Woods and Carey Fauscett-Anderson. He covered the guidelines prescribed by the Alliance Bylaws. All present unanimously agreed that the 2021 Board of Directors will consist of nine Directors – 3 serving a 1- year term, 3 serving a 2-year term, and 3 serving a 3-year term. After this first rotation, all future Board Directors will serve 3-year terms.

Nominees will be presented at the January board meeting and appointed at the February board meeting. At the February board meeting, the new Board of Directors will appoint officers.

#### Newsletter.

Jane Dixon reported that the Alliance will send a newsletter to all investors and prospects that we have on our list (approximately 180 names) by December 8. Photos from "Light Up Trenton" will be featured. A printed newsletter will be mailed to our Investors.

#### Alliance Goals.

George Williams presented a compilation of the 6 – 12 month goals submitted by Board Directors and said this will be our road map / worklist for the next year.

## Alliance for Dade Board 6-12 Month Goals

Goal	# of Board Members who included this on their list
Increase the number of investors to 100+, over \$20 k revenue	6
Quarterly Newsletter first issue January 2021	6
Weekly Updates to Investors via Mail Chimp/Constant Contact	6
Hire a President/CEO/ Executive Director	5
Networking Events/Seminars/ Lunches etc.	5
Investor Roundtable to develop plans and get feedback	5
Business Expo planning for 2021	3
Officers Elected to the Board February 2021	3
Develop a Strategic Plan with President/CEO/Executive Director	2
Signage	2
Define the Events that AFD will sponsor or support	1
Financial Plan for growth and budgeting	1

Warm holiday wishes were extended to all!

ADJOURNMENT AND NEXT MEETING
Meeting adjourned at 7:08 PM
Next Meeting: January 5, 2021 at 6:00 pm via Zoom videoconference



Alliance for Dade, Inc.  
Balance Sheet  
as of 11/30/2020

Account Number	Account Name	Amount
<b>Assets</b>		
1000	Checking	\$16,971.56
1010	DCCoC Checking	\$122.49
1020	Petty Cash	\$50.00
Total Assets		<hr/> \$17,144.05
<b>Liabilities</b>		
2100	Accounts Payable	\$45.00
Total Liabilities		<hr/> \$45.00
<b>Equity</b>		
3000	General Fund - Fund Balance	\$5,046.23
3150	TCT (RVIC) - Fund Balance	\$8,937.17
3175	TPD (DMO) - Fund Balance	\$3,115.65
Total Equity		<hr/> \$17,099.05
<b>Total Liabilities + Total Equity</b>		<hr/> <hr/> \$17,144.05



Alliance for Dade, Inc.  
 Income Statement  
 for the period of 01/01/2020 to 11/30/2020

Account Number	Account Name	Amount
<b>Income</b>		
4150	TCT (RVIC)	\$12,540.06
4175	TPD (DMO)	\$6,147.96
4100	Investor Dues	\$10,330.00
4110	Donations	\$200.00
4300	Bank Account Interest	\$2.37
4400	Paypal	\$28.39
4500	Miscellaneous Income	\$0.92
<b>Total Income</b>		<b>\$29,249.70</b>
<b>Expense</b>		
5000	Salaries & Wages	\$5,670.66
5010	Payroll Taxes	\$58.44
5050	Payroll Processing Fees	\$187.50
5060	Contractor Services	\$383.52
5100	Rent	\$1,500.00
5110	Insurance	\$172.00
5120	Electric	\$677.38
5130	Telephone & Internet	\$930.25
5140	Maintenance & Repairs	\$519.09
5220	Credit Card Processing Fees	\$244.35
5230	Office Supplies	\$355.27
5231	Stamps - Postage	\$146.75
5232	Printer	\$94.78
5233	Computer	\$231.00
<b>Total for 5230 - Office Supplies</b>		<b>\$827.80</b>
5240	Legal Fees	\$700.00
5250	Tax Filing Charges	\$19.96
5270	Employee Processing Fees	\$79.98
5500	Subscriptions & Training	\$0.00
5510	Membership Dues	\$625.00
5550	Training	\$349.00
<b>Total for 5500 - Subscriptions &amp; Training</b>		<b>\$974.00</b>
5400	Meetings & Events	\$0.00
5410	Investor Campaign	\$486.21
<b>Total for 5400 - Meetings &amp; Events</b>		<b>\$486.21</b>
5300	Marketing	\$0.00
5310	Print Advertising	\$71.60
5320	Signage	\$22.55
5330	Printed Marketing Materials	\$199.46
5350	Alliance Website	\$179.10
5360	DCCoC Website	\$345.00

Account Number	Account Name	Amount
Total for 5300 - Marketing		\$817.71
Total Expense		\$14,248.85
<b>Net Income (Loss)</b>		<b>\$15,000.85</b>



## Committee Reports December 1, 2020

### **FINANCE – Harry Abell**

I received another notice from the Internal Revenue Service that taxes are owed from the 2018 end of year filing and penalties have been assessed. This is for the Dade County Chamber of Commerce (not the Alliance for Dade, Inc.) The total amount paid was \$25.78. Apparently, the IRS does not open their mail and their computer keeps sending out mailings. I will pay this online next week after I receive a code from the IRS.

Our previous bookkeeping software has been replaced with another system that provides better functionality. We paid for an Advisor session with the old provider and I asked Marcy to join me. The session did not produce expected results and the company was asked to refund the \$199 payment. They declined my request.

I learned that 501(c)6 corporations must use “Fund Accounting”. I did not know this until I did research on which bookkeeping software to choose. Aplos was chosen and is designed specifically for non-profits and provides “Fund Accounting” and more. We can accept credit card payments through this system and have added Gusto as our payroll tool. The cost for the booking is \$1 a month for the first three months and then \$59 per month (10% discount if paid annually). The payroll system is \$25 per month for one employee with the first three months being at \$1 per month. We previously paid \$41 a month for payroll and the bookkeeping was free. Our monthly costs will increase (after three months) by \$75 per month.

I also learned that we are required by state law to have Workers’ Compensation Insurance (see attached brochure). I have asked for a quote from Gusto and from our current business insurance provider, Alfa. I estimate our cost will be approximately \$200 per year.

### **WEBSITE – Harry Abell**

Marcy and I have evaluated software to enhance the Investor Directory. A solution that will provide desirable enhancements may be determined and implemented prior to the end of the year.

Black Friday and Cyber Monday enabled us to get some big discounts on software we needed for the website. The following were purchased:

• Directorist – better business directory	\$49.00
• Password Policy Manager – secure passwords	\$23.99
• Enhanced DNS – improves website loading	\$3.99
• Elementor Essentials Add-on - improve pages	\$23.00
	<hr/>
Total	<b>\$99.98</b>

If you wish to enter your volunteer hours you can do that now by logging in here (<https://alliancefordade.com/portal/>) If you do not have a user ID let Harry know.

### **MEMBERSHIP – George Williams**

Currently the Alliance has 43 Investors: 6 are at the Champion level, 4 are at the Patron level, 15 are Business level, 10 are non-profit level, 1 individual, and 7 are senior level. A complete list of current investors is included in your Board Meeting information.

Our next investor campaign will be when we deliver to businesses that participated in “Light Up Trenton” the recognition plaques to thank them for participation. When we deliver the plaques, we need to be prepared to ask them to join the Alliance. During the visit, we should present to them the investor benefit levels, an application form, and other plans for webinars, networking events, and face to face meetings when appropriate.

We will have another Investor Campaign at the beginning of 2021, this will involve Board members targeting organizations they know to make face to face calls to get them to join. More details in January.

### **BUSINESS SERVICES & PUBLICITY – Jane Dixon**

This month the organization of the event. "Light Up Trenton" has connected The Alliance name with many local businesses, put our name out there in newspaper and TV and demonstrated our desire to promote our local businesses. Harry, Dena, and Jane made multiple visits to local businesses asking them to participate in "Light Up Trenton"- sponsored by The Alliance for Dade - their Chamber of Commerce. Carey Anderson prepared the flyer and Amelia Anderson, a student volunteer, also helped deliver flyers to businesses. "Light Up Trenton" will be held December 5, 2020 at 6:00 pm collaborating with the Public Library "Grand Illumination". Dena has secured judges and will coordinate the judging format and supervise the scoring to determine the Grand Winner. The Tristate Heritage Arts and Culture Coalition recommended the criteria for judging the business decorations. Appearances have been made on the Dade Weekly Update to encourage businesses to decorate. Awards have been chosen by Kathleen, Dena and Jane. All participating will receive a small plaque and application for Alliance membership. The Grand Winner will receive a one-year Business Membership for Alliance and a larger plaque. The Sentinel has carried numerous articles relating to "Light Up Trenton" and Investors.

Two to three members continue to attend County and City Commission Meetings where we continue to mention "Light up Trenton".

A newsletter will be published and distributed to all investors and prospective members. Kathleen, Bob, George, Marcy, and Jane held a work session to consider content etc. for the newsletter. Marcy will format and work with Titus to distribute. Each quarterly newsletter will highlight an investor.

One of our committee members and board members has been named interim superintendent of Dade Schools, we are proud to have John Ingle on our team. He has been very active helping George and Marcy with the Prospective Investor Sessions. He also regularly attends board meetings and encouraged all schools to join the Alliance.

### **WELCOME CENTER – Marcy Williams**

The Welcome Center is being decorated for Christmas.

Titus will be responsible for printing and mailing our first newsletter to all current investors. The email version of the newsletter will go out to all I am reviewing our insurance policy to ensure that the displayed artwork is covered. In addition, I have asked our insurance company (Alfa) for a quote on D&O insurance to cover the actions and decisions of our Directors and Officers. Our policy is effective through May 15, 2021. In April, I will check rates with competing agencies.



### **TOURISM – Marcy Williams**

Two UGA graduate students, Anderson Felt and Camila Rojas, who are taking a course on sustainable tourism, contacted the Alliance looking for information to help them with their project. On Friday, November 6, William Back, Sue Gridley, Jennifer Blair, Brad Gibson and Marcy Williams participated in a Zoom call with the students, which they very much appreciated. When their project is complete, they will share their suggestions with us.

### **SIGNAGE – Nelson Eash**

I have reached out to Harry to discuss where he was able to get signs made in the past for the neighborhood watch. I have been researching sites to see where we can get custom signs made to fit our needs. The question for the committee is What do we want on the signs?

1. Do we want the logo on them?
2. What do we want them to say?
3. Do we want to start by just replacing the ones we have and add a few more?

What color? Options for color are:

1. Brown with White lettering
2. Blue with White lettering
3. White with Blue lettering.

These are just a few examples. We can add our logo to the signs and have multiple designs. The 12x36 in signs run around \$65 each with free shipping in the US.



## **LIGHT UP TRENTON – Dena Abell, Jane Dixon, Kathleen Reed**

Judges:

Larry Dodson, Artist

Anna Hoover Dade High School Student

Marilyn Bechler, Artist

Date- December 5<sup>th</sup>

Time- Christmas Lights will be on, starting at 6pm. There will also be a parade starting at 6pm on Industrial Blvd. It will then enter Main street and finish at Moore's Funeral Home. We do not know how many floats, bands etc will be marching. We suggest that you start your route on Hwy 136 East, (Jefferson's and down to Main street) or Hwy 11 South, (Moore's Funeral Home to Trenton Business Center). Next would be North Main Street, around town square and continue north on Main Street ending at Raphael's restaurant.

Finish location and time- Welcome Center, Alliance For Dade, next to Thatcher's, around 8pm, unless you finish early. We (Kathleen, Jane, Harry and Dena) will be there to receive your judging tally sheets.

Starting Location- This will be your decision.

### Judges Scoring Criteria

1. Christmas Spirit and Holiday Cheer ~ 30points  
Include representations of what is meaningful to you and yours about this season, whether it's family gatherings, a nostalgic snowfall, or annual traditions.
2. Color and Light ~ 30points  
Emphasize quality over quantity for both color scheme and lighting. Consider incorporating natural and artificial light sources. The glow or flicker of light can serve as a sincere comfort during long, dark winter nights, and can offer a warmth that is not only tangible but also heartfelt.
3. Creative Use of Space ~ 30points  
Bigger is not necessarily better, and sometimes less is more. Be resourceful with the space available for decorating, and design a display suitable for its size, location, orientation, etc.
4. Bonus: WOW = 10points

## **PURPOSE**

The Workers' Compensation Act defines the responsibility of the employer to provide prompt medical and disability benefits for injuries sustained on the job by workers, resulting in partial or total incapacity or death. In return, the employer is shielded from tort liability for these injuries.

## **EMPLOYER**

Every employer, individual, firm, association, or corporation, regularly employing three or more persons, part-time or full time, shall provide workers' compensation insurance coverage. Exempted officers of corporations or exempted members of limited liability companies shall not reduce the number of employees for this purpose.

## **EMPLOYEE**

"Employee" or "worker" shall include every person, including minors, working full-time or part-time under a contract of hire, written or implied.

## **CORPORATE OFFICERS/LIMITED LIABILITY COMPANY MEMBERS**

Corporate officers and limited liability company members are considered employees of the company. Any officer or member of a limited liability company (maximum of 5) may exempt themselves from coverage by filing a Form WC-10 with their insurance company. The exemptions shall not decrease the number of employees for purposes of determining the employer's obligations under the Workers' Compensation Act.

## **PARTNER/SOLE PROPRIETOR**

A partner or sole proprietor is not an employee of the business unless he or she wishes to be included as an employee in the coverage provided

and so advises his or her insurance company on Form WC-10.

## **CONTRACTOR**

A contractor who is subject to the Workers' Compensation Law, who sublets any part of his or her contract work to a subcontractor, may be liable for coverage for the employees of the subcontractor if the subcontractor has not obtained workers' compensation insurance coverage.

## **COVERAGE**

Every employer subject to the workers' compensation law must insure payment of benefits to injured workers by securing a policy of insurance or by qualifying and being approved as a self-insurer. Employers desiring insurance coverage should contact an insurance agency representing a company licensed to write workers' compensation insurance in this state.

## **RATES**

Employers having questions regarding insurance rates or premiums should contact the Office of Insurance and Safety Fire Commissioner, 2 Martin Luther King, Jr., Drive, Atlanta, GA 30334. The telephone number is (404) 656-2056.

## **SELF-INSURANCE**

Employers desiring to be self-insured must file an application with the Board and include three years of audited financial statements and a non-refundable \$500.00 application fee made payable to the Georgia Self-Insurers Guaranty Trust Fund. If the application is approved by the Board and the Trust Fund, a surety bond or letter of credit will be required. The amount of security that is required is determined after a thorough review of the application and financial statements.

## **LIABILITY**

An employer failing to provide coverage, as required by law, shall be held responsible for compensable injuries in the same manner as an employer having coverage. In addition, the Board may assess attorney's fees, civil penalties, and a 10% increase in compensation to the employee, if the employer refuses or willfully neglects to secure insurance

## **CIVIL PENALTIES**

Any person who willfully fails to file any form or report required by the Board, fails to follow any order of the Board, or violates any rule or regulation of the Board shall be assessed a civil penalty of not less than \$100.00 or more than \$1,000.00 per violation.

Any person who knowingly and intentionally makes any false or misleading statements for the purpose of obtaining or denying benefits or payment under the law may be assessed a civil penalty of not less than \$1,000.00 or more than \$10,000 per violation

The Board may assess a civil penalty of not less than \$500.00 or more than \$5,000.00 per occurrence for violation of an employer's duty to provide coverage under the Workers' Compensation Act.

## **CRIMINAL PROVISION**

Employers refusing or willfully neglecting to secure insurance coverage as required by law shall be guilty of a misdemeanor and upon conviction thereof shall be punishable by a fine of not less than \$1,000.00 or more than \$10,000.00 or imprisonment not to exceed 12 months, or both.

## **ENFORCEMENT UNIT**

The Enforcement Division investigates incidents of non-compliance and allegations of fraud. The number to call or report fraud, including failure to secure workers' compensation coverage, is (404) 657-7285.

## **NOTICE**

Employers must post a notice reflecting their compliance with the law and post the State Board of Workers' Compensation Bill of Rights for the injured worker, along with a Panel of Physicians (P1, P3), in a conspicuous place. These notices may be obtained by calling 404-656-3870.

The insurance company's name must be posted, or if self-insured the certificate of self-insurance must be posted in a prominent place.

## **REPORTING**

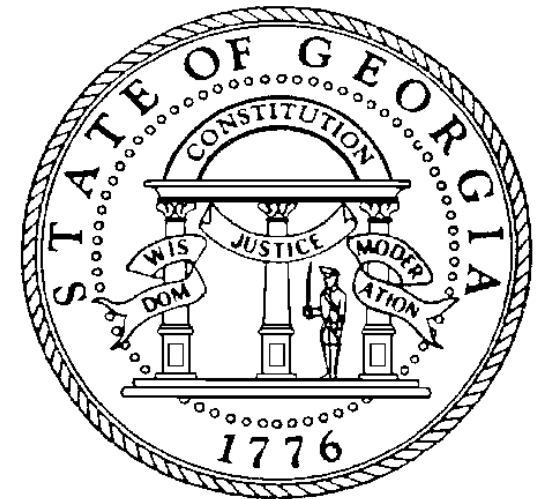
Immediately upon knowledge of an injury, an employer must complete and file with its insurer's or self-insurer's claims office, an Employer's First Report of Injury or Occupational Disease (Form WC-1). All Injuries must be reported to the Board within 21 days of the employer's knowledge of injury.

Failure to file timely reports with the Board and/or make timely payments of income or medical benefits will result in late payment penalties and may result in late filing penalties and the assessment of attorney's fees.

## **LAW AND RULES**

For \$67.00 prepaid, Lexis-Nexis, Matthew Bender, 1275 Broadway, Albany, N.Y. 12204-4024, 1-800-533-1637, will furnish a copy of Workers' Compensation Law and the Rules and Regulations of the Board.

# HOW THE WORKERS' COMPENSATION LAW APPLIES TO EMPLOYERS



State Board of Workers Compensation  
270 Peachtree Street, NW  
Atlanta, GA 30303-1299

## MEDICAL CARE FOR INJURED EMPLOYEES

Employers must select ONE of the following two options to provide medical care for injured employees. The choices will be known as Option 1, Traditional Panel of Physicians or Option 3, a panel listing a Workers' Compensation Managed Care Organization certified by the Board.

**Option 1.** The employer may maintain a Traditional Panel of Physicians that shall consist of at least six non-associated physicians but is not limited to six. However, the Board may grant exceptions to the required size of the panel where it is demonstrated that more than six physicians or groups of physicians are not reasonably accessible. The minimum panel shall include an orthopedic physician and no more than two physicians shall be from industrial clinics. The panel shall include a minority physician, where feasible.

**Option 3.** The employer or workers' compensation insurer of an employer may contract with a Workers' Compensation Managed Care Organization certified by the Board. A "Workers' Compensation Managed Care Organization" means a plan certified by the Board that provides for the delivery and management of treatment to injured employees under the Georgia Workers' Compensation Act. The managed care organization must include minority providers. The employer must post their Panel of Physicians in prominent places within the workplace. If the employer is using an MCO to provide medical care, the list of all network physicians must be available to the employee. An employee may select any physician on the panel and may make one change to another physician on the panel without approval from the employer. Further changes require approval of the employer/insurer or the Board. Employers must fully explain the purpose of the panel to all employees and must assist

employees in obtaining medical care when an injury occurs. Failure to comply with these rules may result in the employee having the freedom to select any physician he/she chooses to provide the employee with care for his/her injuries, and may result in an assessment of penalties and attorney's fees against the employer.

## SUBSEQUENT INJURY

The Official Code of Georgia Chapter 34-9-368 was amended by establishing June 30, 2006 as the last date of injury eligible for reimbursement by the Fund. For information, about the Subsequent Injury Trust Fund, write or call the Administrator, Subsequent Injury Trust Fund, Marquis II Tower, Suite 1250, 285 Peachtree Center Avenue, Atlanta, GA 30303, (404) 656-7000 or visit their website at [sitf.georgia.gov](http://sitf.georgia.gov).

## INFORMATION

For additional information, you may call (404) 656-3818 in the Atlanta area or 1-800-533-0682 outside the Atlanta area, or visit our website at [www.sbwcc.georgia.gov](http://www.sbwcc.georgia.gov).

Rev. (7/19)

TO:

## ALLIANCE FOR DADE BOARD NOMINATIONS

Bob Woods, Josh Ingle and Carey Anderson have agreed to serve as our Nominating Committee.

### WHAT WE KNOW

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At the Alliance for Dade Board Meeting held February 20, 2020, the organizational committee decided:

- The Alliance ACCOUNTING year will be January 1 – December 31
- The Alliance ADMINISTRATIVE year (Board terms) will be February 1 – January 31

Our Bylaws state the following regarding appointment to the Board of Directors:

#### QUALIFICATIONS:

To be appointed as a Director, an individual must have a significant connection with Dade County, whether through employment, residence, family, operation of a business, or otherwise.

#### TERM:

Directors will serve staggered 3-year terms. On the first Board:

- 1/3 of the Directors will serve for 1 year
- 1/3 of the Directors will serve for 2 years
- 1/3 of the Directors will serve for 3 years

and each Board appointment thereafter shall be for a term of 3 years.

#### TIMELINE:

The nominating committee will present Board nominees at the January Board meeting. At the next regular Board meeting, the Board will vote on the nominees. Appointment is by a majority vote of Directors present at the meeting.

#### OFFICERS:

The Board Directors select the following Officers at the first regular meeting after the January meeting:

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Committee Chairs

An Officer other than the Chair and Vice-Chair *need not be a Board Director*. A Board Chair or Vice-Chair may also serve as Treasurer or Secretary (but not both simultaneously).

An Officer is appointed for such term as the Directors desire.

### WHAT WE NEED TO DECIDE

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1. How many Board Directors shall be appointed? (we currently have twelve interim Board Directors – recommending a Board of **NINE** Directors)
2. If the number of directors is not evenly divisible by three, how many will serve for 1 year? How many will serve for 2 years? How many will serve for 3 years?