



JUNIOR LEAGUE OF **WILLIAMSPORT**

Board Meeting Agenda

July 31, 2025 / 5pm / Teams Call

- I. Call Board Meeting Open Session to Order 5:05 PM
- II. Old Business
 - a. Approve July Minutes. Melissa motions to approve minutes. Lindsay seconds. All in favor, motion carried.
 - b. Bank Account Access
 - c. Thank you for Book Donation. Will need to be emailed as there is no physical address. Deanna, to send a thank you email.
- III. New Business
 - a. Treasurer
 - i. Unclaimed Property
 - 1. Shelby Weber was able to find some documentation (not leases, but other proof) of the JLW's address at 353 Pine St. She is submitting this to the state on our behalf. In addition to submitting this documentation, Shelby is submitting an affidavit that the request for additional information from the State is placing an undue burden on a small non-profit and that the state should be able to use our tax returns for those years (which they should have) as evidence to release the uncashed check from PayPal (\$4,600).
 - 2. The \$500 check from Schering Plough references the old thrift store address. We are hoping that is on our tax returns.
 - 3. The \$44 check will probably just let slide since it's a small amount. Previous Treasurer used her home address so that's going to be a tough one to proof anyways.
 - 4. The \$100 check from Beiter's is made out to the wrong address (200 W. 4th St vs. 220 W. 4th St.). Hoping the state lets that



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one. Otherwise, we will need to work with Beiter's if we want to recoup this money and the check is from 2019.

- b. Vanguard Update
 - i. Based on 7/30/2025 phone call with Vanguard, they never received the Organization Resolution Form (VORF) which would have added Amanda, Laura and Melissa to the account, even though it was sent as certified mail.
 - ii. Motion to submit VORF to Vanguard Group:
 - 1. I, Laura Beauchesne, make a motion to submit an Organization Resolution Form to the Vanguard Group for the Junior League of Williamsport's investment account. This VORF will add Laura Beauchesne (Treasurer), Melissa Kelley (President) and Lindsay Crist (President Elect) as Authorized Signatories on the Vanguard account. Bridget seconds. Discussion of whether we need the individuals first and last names, or just President, President Elect. Laura advised they need first and last names for security. Motion carries.
 - iii. Sales Tax Exemption – Need updated lease for CAC before proceeding with submission to the state of PA. Melissa is in contact with the CAC to obtain an active lease.
- c. Secretary
 - i. ME Commitments
 - Deanna to create a spreadsheet with all active member names and requirements.
- d. Committee Updates/Needs
 - i. New Member
 - 1. New Member Applications – 3 as of July 2025 (3 potential new members). Melissa Jackson just completed her paperwork and dues; she will be added to Member Essentials.
 - 2. New Members to be Voted – 0
 - ii. Membership Engagement
 - 1. Sustainer's Tea / Sustainer Calls
 - Melissa to give a breakdown of who will call who. Phone calls will be the week of August 18th.



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2. Discussion of a mass invite email to be sent to all members.

iii. Community

1. Kids First Friday

1. Bridget has everything planned for Kids First Friday.

2. Find The Good Day. September 18, 2025

As a board, we decided to have 5 days of activities for Find the Good Day.

Stock local little food pantries.

1. Food Bank packing (September 17, 2025)

2. Ally's Monkey movement.

3. American Rescue Workers- Peanut Butter & Jelly drive.

4. Thrive dinner – depending on the date and time available.

iv. Fund Development

1. Sponsor Letters

IV> Lindsay Crist & Marketing are working on the sponsorship letter.

2. Holiday Auction

IV> We need to start looking into save the dates. Stefanie Allison & Lindsay Crist are working on completing the save the dates.

3. Dueling Pianos

v. Marketing and Communications

1. Holiday Auction / Dueling Pianos Marketing info from Fund Development?

vi. Nominating

1. SLBI Conference: September 25th – 27th, 2025 in St. Louis, MO – asking a member to attend? Lindsay to check with Jamie. Jamie sent email to committee requesting nominations.

e. GMM

i. Raffle Tickets / Prizes

1. Laura has raffle prizes ready.

ii. Committee Needs for September

1. Email will follow from Melissa.

f. JL Scholarship for WAHS



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- i. A scholarship is \$10,000.00 & above. An award is any amount of money.
 - ii. More discussion to follow at September board meeting.
 - g. Audit
 - i. Still an ongoing process finding someone who can do it at a reasonable fee. Much debate over if a past treasurer/board member/committee chair/ can do this as it may be a conflict of interest.
 - h. 100th Anniversary Adhoc Committee
Added to Leaglet to email President by Sept. 30 to join the committee.
- IV. Schedule Next Board Meeting – September 23, 2025 | 5-6 pm | Sticky Elbow.
- V. Adjournment 6:24 pm

Closed Board Meeting

July 31, 2025 / 5pm / Teams Call

- I. Call Board Meeting Closed Session to Order 6:24