



**Pleasant Valley and River Road Neighborhood Revitalization Group**

**Putting the "Unity" in Community!**

**[WWW.PVRRNRG.COM/806-678-5150](http://WWW.PVRRNRG.COM/806-678-5150)**

**[pleasantvalleyriverroadrevital@gmail.com](mailto:pleasantvalleyriverroadrevital@gmail.com)**

**Meeting Minutes for Thursday 8-21-2025 6:30 PM**

**I. In Attendance: Francee and Doc Cain, Marin and Linda Wilheit, Steven Mitchell, Chad Ferrell, Ron McNabb, Hope McCoy, Shanell Herring, Lynn Coe, and Sean Hall**

**II. Opening Prayer- Lynn Coe**

**III. Consent Agenda Overview**

Consent Agenda and Meeting Structure

- Consent agenda introduced to streamline meetings.
- Routine items (e.g., meeting minutes) sent via email before meetings.
- Consent agenda items approved quickly without discussion unless requested.
- Members can request removal of items from consent agenda for discussion.

Event Planning and Meeting Calendar

- Dedicated phone line established for community outreach and official business.
  - Phone used to post public meetings on Facebook due to lack of Zoom or similar tools.
  - August 30th neighborhood cleanup removed; actual cleanup occurred on August 2nd.
  - Next meeting scheduled for September 11th to prepare for spaghetti dinner event.
  - Consent agenda to include updated meeting schedule; community meeting planned by end of next month.
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- Confirmed key events: board meeting, community meeting, spaghetti dinner.
  - Community meeting before spaghetti dinner was discussed but not approved.
  - Consensus to limit to one major community event per month.

**IV. Board Member Code of Conduct**

Board Code of Conduct and Policy Review

- Board member code of conduct proposed as starting point for policy.
  - Conflict of interest must be disclosed; affected members abstain from voting and disclosure recorded in minutes.
  - Policy applies to board members, immediate family, and representatives.
  - Prohibition against sexual harassment included.
  - Confidentiality required for sensitive organizational information.
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- Board code of conduct under review; members encouraged to suggest additions or changes.
  - Consensus emphasized on open communication and unanimous agreement for board actions.

**V. Board Member Expectations/Agreement**



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- Reviewed a standard document for record-keeping.
- Agreed to review the document over the weekend before the next meeting.
- Plan to start with the current version and make adjustments over time.
- Emphasized shared responsibility among all members.
- Encouraged members to express concerns about fulfilling basic responsibilities now.
- Board code of conduct under review; members encouraged to suggest additions or changes.
- Consensus emphasized on open communication and unanimous agreement for board actions.

**VI. Adopt Mission Statement/Adopt Vision**

Mission, Vision, and Policy Statements

- Reviewed a standard document for record-keeping.
- Agreed to review the document over the weekend before the next meeting.
- Plan to start with the current version and make adjustments over time.
- Emphasized shared responsibility among all members.
- Encouraged members to express concerns about fulfilling basic responsibilities now.

**Mission Statement Adopted:**

**Pleasant Valley and River Road Revitalization Group are neighbors helping neighbors, serving their community by listening, teaching, planning, and advocating for a brighter future for all residents.**

**VII. Review Bylaws**

Bylaws, Board Agreements, and Membership

- Document not finalized; lacks logo and signatures.
- Plan to review and possibly add items at next meeting.
- Suggestion to include snack contributions and reimbursement process.
- Encouraged to send suggestions to Sean via email or phone.
- Question raised about keeping document open for future additions.

**VIII. Certificate of Formation Review for Submission**

Nonprofit Formation: Certificate, Address, and Legal Structure

- Confirmed key events: board meeting, community meeting, spaghetti dinner.
- Community meeting before spaghetti dinner was discussed but not approved.
- Consensus to limit to one major community event per month.
- Outreach efforts include email collection, signs, press, and Constant Contact.



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- Board member agreements to be reviewed and voted on at next meeting.

**Bylaws, Board Roles, and Membership Recruitment**

- Reviewed and discussed mission and vision statements; mission statement drafted, vision statement pending.
- Reviewed certificate of formation; four copies printed and shared for group input.
- Addressed need for initial mailing address for entity; options discussed include PO box (cost: \$200–\$400/year) or non-personal property address (e.g., 5210 River Road).
- Agreed not to use personal or unrelated third-party addresses for official correspondence due to accountability concerns.
- Decided to finalize and bring reviewed documents to next board meeting on September 11.

**501(c)(3) Application, Legal Compliance, and Recordkeeping**

- Form 202 governs Certificate of Formation for Texas non-profit corporations under Texas Business Organizations Code (BOC).
- Non-profit corporations cannot distribute income to members, directors, or officers; must be formed for charitable, religious, educational, or similar purposes.
- Non-profits are subject to state franchise and federal income tax unless exemptions are granted; separate applications required for exemptions.
- Entity name must comply with BOC Chapter 5 and be distinguishable from existing entities; cannot imply unauthorized business or government affiliation.
- Registered agent must be a Texas resident or registered entity; registered office must be a physical address (not a PO box or mailbox service).

**Fundraising, Liability, and T-shirt Sales**

- Board of Directors governs nonprofit per Section 22.202 BOC; minimum three directors required.
- Directors must be natural persons; no residency requirement; names must be listed without prefixes.
- Address for directors should be business or P.O. box, not personal residence, for privacy and public record.
- Physical address required for IRS/official paperwork; P.O. box can be used for other business mail.
- Decision made to use 5210 River Road mailbox with padlock for organization mail; cost discussed as \$200/year.

**Fundraising, Communication Tools, and Outreach**

- Current cost to date: \$514.42.
- 501c3 IRS filing: \$275 if under \$50,000 revenue, \$600 if over \$50,000.
- LegalZoom basic package: \$239, registration in ~2 weeks; higher package with lawyer: \$400.



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- Annual filing and financial record-keeping required for 501c3 status.
- Constant Contact app requires EIN; used for mass communication, costs \$23/month.

**IX. General Membership Election (Set date in January)**

- Annual general membership election set for January 15th; interim board in place until then; current membership about 50.
- Efforts ongoing to recruit more members, board candidates, and legal/accounting expertise; bylaws and mission statement finalized and distributed.

**X. Recruitment for Members and Board**

Membership Growth, Community Engagement, and Board Development

- Nonprofit corporation formation process discussed; certificate of formation requires specific purpose statement for tax-exempt status.
- Initial mailing address, registered agent, and office in Texas required; failure to update may result in involuntary termination.
- Records, books, and annual reports must be maintained for 3 years and made available for public inspection; noncompliance is a Class B misdemeanor.
- Annual general membership election set for January 15th; interim board in place until then; current membership about a dozen.
- Efforts ongoing to recruit more members, board candidates, and legal/accounting expertise; bylaws and mission statement finalized and distributed.
- Outreach efforts include email collection, signs, press, and Constant Contact.
- Board member agreements to be reviewed and voted on at next meeting.

**XI. Upcoming Events-**

- 1) First Annual Pleasant Valley Spaghetti Dinner at Pleasant Valley Methodist Church at 6 p.m. on Sept 13<sup>th</sup>



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**Action Items**

Sean - Send Board Documents and Membership Forms

Email all board documents, bylaws, and membership forms to the group and distribute at events.

Steven - Obtain T-shirt Quotes

Get quotes for T-shirt printing from local and online vendors and share with the board for a vote.

Ron - Secure Mailbox for Organization

Install a secure mailbox at 5210 River Road, add a lock, and distribute keys to designated board members.

Francee - Contact Legal Counsel for Board

Reach out to Torme & McConnell Law Firm to invite a lawyer to join the board or advise on legal matters.

Hope - Update and File 501(c)(3) Documents

Incorporate agreed changes, update addresses, and resubmit nonprofit formation paperwork.

**Overview**

- Adopted board code of conduct and conflict of interest policy
- Reviewed and prepared 501(c)(3) nonprofit formation documents
- Set initial mailing address and discussed PO box vs. physical address
- Planned spaghetti dinner fundraiser and T-shirt sales for revenue
- Agreed on annual board election and membership recruitment
- Discussed legal liability and need for legal counsel
- Established meeting and event calendar for the next year

**Final Votes, Next Steps, and Meeting Close (8:30 p.m.)**

- Discussed T-shirt fundraising for spaghetti dinner; considered order forms vs. on-hand inventory.
- Explored T-shirt pricing: \$10.80–\$14 per shirt, minimum order of 36, price break at 100+ units.
- Agreed to obtain three quotes for T-shirts and vote via email or text; aim to avoid excess inventory.
- Emphasized need for membership list for 501c3 compliance; encouraged outreach to local businesses and new members.
- Discussed liability concerns for events; considered LLC formation and insurance; recommended waivers and food ingredient posting.



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