



Inspired Meeting Minutes

Meeting Called by:	Jennifer Engel	Date:	08/24/2019
Facilitator:	Jennifer Engel	Time Begun:	No official time start
Norms:	<ul style="list-style-type: none"> Show up on time. Be prepared. Have a positive-solution based attitude. 	Time Ended:	No official end. Worked on throughout the week.
Mission and Vision Statement:	To unlock, discover, and build a specific skill set in our customers so that they can build their own business and share it with their targeted audience.	Issue #	2

Those in Attendance:
Jennifer Engel

Meeting Objective and how it supports the company's mission statement:
<ol style="list-style-type: none"> 1. Review the top three researched banks and choose one to open this week. 2. Secure how to collect money payment and create business plan (how will collect money) for bank. 3. Create business cards - Talk to Fox Build about using their address. 4. Research and secure venue. <p>This supports our mission and vision statement because as we learn how to research and open business bank accounts and how to collect money this is information we can share with our clients which corresponds with them being able to build their own business.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> Create google form and materials. Do run throughs of event one.

Steps to take to reach the objective: (Agenda Items)

Step 1: [Review the top three researched banks and choose one](#) to open this week.

Who was responsible? CEO and CFO - TBD

What was done? Yes

What still needs to be done? Open the account

Steps to take to reach the objective: (Agenda Items)

Step 2: Secure how to collect money payment and create business plan (how will collect money) for bank. (Zoho - Settings - Integrations)

Who was responsible? Jennifer

What was done?

What still needs to be done? Apply for and get an EIN and get verified through ticket spice once you have the EIN - Monday - Friday til 7:00 a.m. - 10:00 p.m. Also set up integration of paypal and square.

Steps to take to reach the objective: (Agenda Items)

Step 3: Create business cards - Talk to Fox Build about using their address.

Who was responsible? CEO - Jennifer

What was done? Researched business card creation sites.

What still needs to be done? Actually make the cards.

Steps to take to reach the objective: (Agenda Items)

Step 4: Research and secure venue.

Who was responsible? CEO - Jennifer

What was done? Researched sites

What still needs to be done? Create graphic and set up event brite pay once venue is secure

Next Priorities:

Next meeting:

- Obtain EIN
- Look into business licensure
- Create google form and materials.
- Dorun throughs of event one.

Who was responsible? CEO/ Jennifer

Action Items for Next Meeting:

Team Will check off and cross off as completed.

Action	Who's responsible?	Due by and sent out by:
Create next agenda meeting template	Jennifer	08/25/2019 - Published on website 08/25/2019
Review Banks	CFO - TBD	Completed 08/16/2019
Will review money collection	Jennifer	Completed 08/24/2019
Create a meeting checklist to be done at every meeting.	Jennifer Create, Editor check -TBD	Done - meeting minutes serve as this.
Create Business Cards	Jennifer, Editor to check TBD	Looked into unique ways to create on line, but need to still make.
Create Google Forms with QR codes	Jennifer, Editor check TBD	
Create Landing Page & E-mail List	Jennifer, Editor check TBD	
Update Website	Jennifer, Editor check TBD	On going
Learning: Continue to Learn all aspects of Zoho	Jennifer and all business members TBD	On going
Research and Secure Venues	Event Coordinator TBD	On going - see meeting minutes above.

Review mission statement and Vision	All Members	
Review bi-laws	All Members	
Review finance Plan and Roles	All Members	

Next Meeting Date:	Time:	Place:
Saturday, August 30th	10:00 a.m.	Fox Build 11 East Main Street Saint Charles

Next Scheduled Event Goal Date:	On Track?		
September 28th	YES	Maybe	NO

Reason:
Need to look into obtaining EIN and possible business license, see exceptions

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