



# Inspired Meeting Minutes

Meeting Called by:	Jennifer Engel	Date:	08/31/2019
Facilitator:	Jennifer Engel	Time Begun:	6:37
Norms:	<ul style="list-style-type: none"><li>• Show up on time.</li><li>• Be prepared.</li><li>• Have a positive-solution based attitude.</li></ul>	Time Ended:	7:24
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 #	3

<b>Those in Attendance:</b>
Jennifer Engel

<b>Meeting Objective and how it supports the company's mission statement:</b>
<ol style="list-style-type: none"><li>1. Obtain an EIN</li><li>2. Figure out if a business license is needed</li><li>3. Create Google Form and materials</li><li>4. Create business cards</li></ol> <p>This supports our mission and vision statement because as we learn how to research and learn all the steps required in opening a business, we can share with our clients which corresponds with them being able to build their own business.</p>

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 1: Obtain <a href="#">EIN</a>
Who was responsible? CEO
What was done? Registered for it on 08/31/2019
What still needs to be done? Wait for e-mail confirmation and actually receiving the number.

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 2: Meet with Lawyer to ask about forms needed for opening a bank account as well as if the business needs a license or not since I am <a href="#">a licensed teacher</a> .
Who was responsible? CEO
What was done? No - move to next meeting.
What still needs to be done?

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 3: Create business cards - Talk to Fox Build about using their address.
Who was responsible? CEO
What was done? No, move to next meeting
What still needs to be done?

<b>Steps to take to reach the objective: (Agenda Items)</b>
Step 4: Research and secure venue.
Who was responsible?
What was done?
What still needs to be done? Create graphic and set up event brite pay once venue is secure

Steps to take to reach the objective: (Agenda Items)
Step 5: Create <a href="#">google form</a> and materials and do run through of the event.
Who was responsible? Jennifer (CEO)
What was done? Yes on 08/31/2019
What still needs to be done? Create graphic and set up event brite pay once venue is secure

Next Priorities:
Next meeting: <ul style="list-style-type: none"> <li>• Make sure to obtain and have all the supplies ready - food, bags, etc.</li> </ul>
Who was responsible?
What was done?
What still needs to be done?

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
<del>Review Banks</del>	<del>CFO - TBD</del>	<del>Done 08/16/2019</del>
Will review money collection	Jennifer	Have information, still in completion phase. See Meeting 2 Notes.
<del>Create a meeting checklist to be done at every meeting.</del>	<del>Jennifer Create, Editor check - TBD</del>	<del>I this this is unnecessary as the meeting checklist is created basically through the meeting minutes. Considered done.</del>
Create Business Cards	Jennifer, Editor to check TBD	In progress
Create Google Forms with	Jennifer, Editor check TBD	

QR codes		
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	
Research and Secure Venues	Event Coordinator TBD	In process and ongoing per each event.
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, September 6th	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:
There are some issues that still need to be figured out in regard to setting up a bank account and obtaining EIN and possible business licensure with the city.

CEO: Jennifer M. Engel

E-mail: [jenniferengel@blessedbasedbusiness.com](mailto:jenniferengel@blessedbasedbusiness.com) Website: [www.blessedbasedbusiness.com](http://www.blessedbasedbusiness.com)

Business Address:

Att: Inspire and Illuminate LLC

11 East Main Street, Saint Charles, IL 60174