



Inspired Meeting Minutes

Meeting Called by:	Jennifer Engel	Date:	01/04/2020
Facilitator:	Jennifer Engel	Time Begun:	10:00 a.m.
Norms:	<ul style="list-style-type: none"> • Show up on time. • Be prepared. • Have a positive-solution based attitude. 	Time Ended:	12:00 p.m.
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 #	Volume 2, Issue 1

Those in Attendance:
Jennifer Engel

Meeting Objective and how it supports the company's mission statement:
<ol style="list-style-type: none"> 1. Close out the need to get the company's EIN. 2. Active collection payment accounts. 3. Generate and create 1st introductory video. 4. Set up Patreon Account. <p>This supports our mission and vision statement because now the company has all it needs to begin and people who would like to support the company have various methods of doing so.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> • Create video 2 • Update books.

Steps to take to reach the objective: (Agenda Items)
Step 1: Get the company's EIN number so that we can fully activate the money collection sites.
Who was responsible? CEO
What was done? Visited the lawyer and obtained copy of company paperwork.
What still needs to be done? None - complete.

Steps to take to reach the objective: (Agenda Items)
Step 2: Activate Ticket Spice and Stripe
Who was responsible? CEO
What was done? Accounts activated
What still needs to be done? None - completed

Steps to take to reach the objective: (Agenda Items)
Step 3: Generated and made 1st video
Who was responsible? CEO
What was done? Video was made and published to YouTube, posted on company's website, and on Facebook.
What still needs to be done? None - completed.

Steps to take to reach the objective: (Agenda Items)
Step 4: G Set up Patreon
Who was responsible? CEO
What was done? Patreon account was set up and published.
What still needs to be done? None - completed.

Next Priorities:
Next meeting: Create and post video 2
Who was responsible? CEO
What needs to be done? Create and published to Youtube, posted on company's website, and on Facebook.

Other Topics of Discussion:
None

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	01/12/2020
Create Business Cards	Jennifer, Editor to check TBD	In progress
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	
Continue to Learn about Stripe and Ticket Spice	Jennifer, CFO - TBD	On going
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	
Continue to check and update social Media sites: website, Facebook, Instagram, Patreon, Meet UP	CEO/ Media specialist? TBD	

Next Meeting Date:	Time:	Place:
Saturday, January 12th, 2020	10:00 a.m.	Fox Build 11 East Main Street Saint Charles

Next Scheduled Event Goal Date:	On Track?		
End of March 2020 or early June?	YES	Maybe	NO

Reason:
Since there were still 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, live and on-line work shops were pushed back until spring or early summer 2020.

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