

MINUTES OF THE BOARD OF DIRECTORS
Community Advancement Resource Enrichment, Inc. (iCARE Foundation)
First Formal Board Meeting of 2026

Date: April 9, 2026
Format: Virtual
EIN: 92-3071148
Minutes Prepared By: Regina Lock-DePass, Secretary

I. CALL TO ORDER

The President, Rhonda Reeder, called the meeting to order.

II. ROLL CALL / ATTENDANCE

Board Members Present:

Rhonda Reeder	President
Corey Reeder	Executive Director
Cedrick West	Treasurer
Regina Lock-DePass	Secretary
Joseph Simorne	Board Member

Quorum: 5 of 5 board members present. Quorum confirmed.

Also Present:

Debra Simorne	Guest — appointed Director of Volunteer Operations during meeting
Paradise Escape Travel	Guest
NicheFinders AI	Guest — technology support

III. ORGANIZATIONAL STANDING

The Secretary noted that Community Advancement Resource Enrichment, Inc. (iCARE Foundation):

- Was incorporated in 2024
- Is registered in the State of Florida
- Is recognized as a 501(c)(3) nonprofit organization

- Mission: To provide resources and enrichment to underserved communities

This meeting was established as the first formal board meeting of 2026.

IV. MOTIONS

MOTION 1 — Seating of the 2026 Board of Directors

Motion: To officially seat the named individuals as the existing board members of Community Advancement Resource Enrichment, Inc. for the year 2026, per the bylaws.

Board Positions Confirmed:

Rhonda Reeder	President
Corey Reeder	Executive Director
Cedrick West	Treasurer
Regina Lock-DePass	Secretary
Joseph Simorne	Board Member (Voting)

Moved by: Board

Seconded by: Paradise Escape Travel

Vote: All in favor

Result: MOTION PASSED

MOTION 2 — Authorization of IRS Form 990-N Filing

Motion: To authorize the President to proceed with filing IRS Form 990-N (e-Postcard) for Tax Year 2025 (January 1 – December 31, 2025).

Discussion: Form 990-N is the required annual filing for small nonprofits whose gross receipts are under \$50,000. Filing is free and takes approximately 10 minutes at [irs.gov](https://www.irs.gov).

Due date: May 15, 2026.

Moved by: Board

Seconded by: Cedrick West

Vote: All in favor

Result: MOTION PASSED

MOTION 3 — Setting of Annual Board Dues

Motion: To set the annual board member dues at \$20.00 per month (\$240.00 per year), on a calendar year basis (January – December), with dues due in January of each year.

Discussion: Dues are intended to provide seed money for the treasury, particularly to

stock the food bank monthly. The calendar year basis was confirmed by Cedrick West.

Moved by: Cedrick West
Seconded by: Board
Vote: All in favor
Result: MOTION PASSED

MOTION 4 — Designation of Authorized Organizational Representative (AOR)

Motion: To designate Rhonda Reeder, President, as the Authorized Organizational Representative (AOR) for Community Advancement Resource Enrichment, Inc. for all grant applications and related organizational filings.

Moved by: Board
Seconded by: Paradise Escape Travel
Vote: All in favor
Result: MOTION PASSED

MOTION 5 — Designation of FDACS Authorized Representative

Motion: To designate Rhonda Reeder, President, as the authorized representative for registration with the Florida Department of Agriculture and Consumer Services (FDACS). Florida requires all nonprofits soliciting donations to register with FDACS under a named authorized representative.

Moved by: Cedrick West
Seconded by: Board
Vote: All in favor
Result: MOTION PASSED

V. TREASURER'S REPORT

The Treasurer noted that all financial information is available in the secure members' portal at <https://membersportal.icaregives.org>.

2025 Financial Summary:
Total cash received 2025: \$2,730.00
Ending balance December 31: \$235.35
Total in-kind contributions: \$14,419.70

VI. OLD / NEW BUSINESS

Food Bank Shed Renovation

The food bank shed has been fully renovated with electricity, thanks to contributions from Regina Lock-DePass and a donor. The board plans to paint the shed April 13–14, 2026. An iCARE logo is being donated for placement on the shed. Joseph Simorne offered to join the painting effort.

Required Documentation from Board Members

Rhonda Reeder requested the following from all board members for website and filing purposes: professional headshot, bio, and full legal name and mailing address.

All items to be sent to: contact@icaregives.org

Director of Volunteer Operations — Appointment

Corey Reeder asked Debra Simorne to take on the role of organizing iCARE volunteers. Debra Simorne accepted. The position was formalized as Director of Volunteer Operations.

Jamaica Medical Supply Trip — May 4–9, 2026

Sister Jessica is planning a trip to distribute donated medical supplies through a church in Jamaica. The donation was accepted on iCARE's behalf.

Decision: iCARE, as the authorizing 501(c)(3), must dictate the terms of the distribution. An official iCARE representative must accompany Sister Jessica.

- Joseph Simorne: Coordinating logistics and safety with Jamaica contacts
- Debra Simorne: Volunteered as iCARE's official representative
- Corey Reeder: Committed to ordering branded iCARE shirts for the trip team

Bylaws Workshop

Revised bylaws expected from legal counsel approximately mid-week April 14, 2026. Rhonda Reeder will notify the group upon receipt. A one-hour bylaws workshop will be scheduled to review the document section by section. Regina Lock-DePass proposed the workshop format.

Cedrick West raised the need for board agreement and conflict of interest disclosure forms to be signed by all members, as required for grant applications.

Treasurer Bank Access

Cedrick West will need to present these meeting minutes to the bank in order to be officially added as Treasurer on the organization's account. Following the bank visit, the Sunbiz record must be updated to reflect Cedrick West as Treasurer.

August Bahamas Trip

Joseph Simorne and Debra Simorne invited the board to consider joining them for a trip to the Bahamas on August 24, which will include a Bible class for children.

VII. NEXT MEETING

A bylaws workshop will be scheduled once the revised bylaws return from legal counsel (expected mid-week April 14, 2026). Rhonda Reeder will notify all members when ready. The workshop will be approximately one hour, focused solely on bylaws review and adoption.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned.

CERTIFICATION

I certify that the above is a true and accurate record of the proceedings of the Board of Directors of Community Advancement Resource Enrichment, Inc. on April 9, 2026.

Signature: Regina Lock
Regina Lock-DePass, Secretary
Date: 5.21.2026

Approved by: _____
Rhonda Reeder, President
Date: _____

This document is confidential — for board members only.