

MINUTES OF THE BOARD OF DIRECTORS
Community Advancement Resource Enrichment, Inc. (iCARE Foundation)
Board Meeting — May 21, 2026

Date: May 21, 2026
Time: 7:15 PM – 7:51 PM EDT
Format: Virtual
EIN: 92-3071148
Minutes Prepared By: Regina Lock-DePass, Secretary

I. CALL TO ORDER

The President, Rhonda Reeder, called the meeting of Community Advancement Resource Enrichment, Inc. (iCARE Foundation) to order at 7:15 PM.

II. ROLL CALL / ATTENDANCE

Board Members Present:

Rhonda Reeder	President
Corey Reeder	Executive Director
Regina Lock-DePass	Secretary
Joseph Simone	Board Member

Board Members Absent:

Cedrick West	Treasurer
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Quorum: 4 of 5 board members present. Quorum confirmed.

Also Present:

Deborah Simone	Director of Volunteer Operations (non-voting)
NicheFinders AI	Guest — technology support

III. APPROVAL OF AGENDA

MOTION — Approval of Meeting Agenda

Motion: To approve the agenda for the May 21, 2026 board meeting as presented.

Moved by: Board

Seconded by: Board

Vote: All in favor

Result: MOTION PASSED

IV. APPROVAL OF PREVIOUS MINUTES

MOTION — Approval of April 9, 2026 Meeting Minutes

Motion: To approve the minutes from the April 9, 2026 board meeting as presented.

Discussion: Board members were directed to download the minutes from the Documents section of the members portal at membersportal.icaregives.org. NicheFinders AI noted and corrected discrepancies in previous minutes regarding board appointments, accurately reflecting the roles of Cedrick West, Rhonda Reeder, and all other board members.

Moved by: Board

Seconded by: Board

Vote: All in favor

Result: MOTION PASSED

V. TREASURER'S REPORT / BANKING UPDATE

Discussion was held regarding adding Cedrick West to the organization's bank account as Treasurer. The bank requires:

1. A copy of the meeting minutes confirming his appointment as Treasurer
2. Cedrick West's driver's license

Action: Certified copy of April 9, 2026 minutes to be provided to Cedrick West for bank submission.

VI. FOOD BANK OPERATIONS UPDATE

The board received an update on the food bank facility:

- Interior has been repainted by Joseph Simorne and Corey Reeder
 - Shelving installation is nearing completion
 - Freezer and table installation scheduled for first week of June
 - Target completion date: June 7, 2026 — operations to resume thereafter
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VII. GRANT COMPLIANCE — HEADSHOTS AND BIOGRAPHIES

The board emphasized the need for professional headshots and biographies from all board members for upcoming grant applications. Status:

- Some members have already submitted materials
 - Cedrick West's headshot and biography needed by Monday
 - Board agreed to facilitate a proper photo session in the future
 - Casual selfies are not acceptable for grant submissions
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VIII. MOTIONS

MOTION — Formal Adoption of Bylaws

Motion: To formally adopt the bylaws of Community Advancement Resource Enrichment, Inc. as reviewed and available on the members portal.

Discussion: The board reviewed the bylaws, including the absence of term limitations, and confirmed no objections.

Moved by: Board

Seconded by: Board

Vote: Unanimous — all in favor

Result: MOTION PASSED — BYLAWS FORMALLY ADOPTED as of May 21, 2026

IX. BOARD GOVERNANCE DOCUMENTS

The board reviewed the following governance documents:

- Board Member Agreement
- Conflict of Interest Disclosure Form
- Non-Disclosure Agreement (NDA)

Members confirmed their understanding of duties, attendance expectations, and responsibilities associated with their roles. NicheFinders AI provided instructions for signing and uploading documents to the portal in PDF format. Members experiencing technical difficulties with the portal may email signed documents directly to NicheFinders AI for upload on their behalf.

X. OLD / NEW BUSINESS

PayPal Account Setup

Rhonda Reeder and Regina Lock-DePass will coordinate offline to set up the organization's PayPal account in preparation for an upcoming Walmart Spark Good donation disbursement.

Memorial Day Community Picnic — May 25, 2026

Joseph Simorne confirmed attendance. Deborah Simorne may also attend.

Picnic Logistics

Regina Lock-DePass outlined logistics for the picnic:

- 20 watermelons and supplies require refrigerated storage
- A golf cart will be used to transport items from vehicle to tent area
- Joseph Simorne offered use of extra garage refrigerator for storage
- NicheFinders AI to contact Brother Solomon regarding storage availability at the church

XI. ACTION ITEMS

Owner	Action Item
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Gabriel DePass	Submit biography and headshot to President — tonight
All Board Members	Sign and return: Bylaws, COI, NDA — via portal or email
All Board Members	Obtain Cedrick West headshot + bio by Monday
Rhonda + Regina	Set up PayPal account after meeting
NicheFinders AI	Contact Brother Solomon re: church storage clearance
Joseph Simorne	Coordinate garage fridge for watermelon storage Sunday
Cedrick West	Present April 9 minutes + driver's license to bank

XII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:51 PM.

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 May 21, 2026.

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

Approved by: _____
Rhonda Reeder, President
Date: _____

This document is confidential — for board members only.