



February 25th, Meeting Minutes

- Springfield township ambassador program is not structured or ready to roll out, but it's in the discussion stages. It would involve hiring someone from each neighborhood to communicate issues with the township. The neighborhood would have to be serious about fixing issues addressed before funding approval. The township plans to send out a mailer in April or May to all communities and ask who would like to be a representative for your community and see who responds. They would have to commit, meet goals and expectations to keep position.
- The main discussion of this meeting was how to set up a 501c3 nonprofit. Jackie Moore, a retired IRS employee walked us through the following steps.
 1. Define your purpose, identify why you want to be non-profit, have a clear mission statement, and establish a set of Bylaws (purpose, intent).
 2. Verify availability of the name of organization with Ohio Secretary of State, then register name with state. Form an organizational meeting to approve the bylaws.
 3. Appoint officers, then seek authorization for exempt status. This type of nonprofit needs to be a corporation with at least 4 officers (President, VP, Secretary, treasurer).
 4. File articles of incorporation with Secretary of State. Articles are similar to Bylaws, but still needs to be researched on how to do it correctly. Needs to be a public charity organization, filed with a onetime registration with State of Ohio.
 5. Obtain an EIN (employer identification number) from the federal IRS (IRS.gov). It can be applied online. Be sure it gives you an EIN number after apply and print it out to not let it drop out of the system. Also need to establish a corporate bank account using EIN.
 6. File form 1023EZ with IRS (cost \$275 using [pay.gov website](https://www.pay.gov)) if funds under \$50K, if more than this file form 1023. Complete the IRS worksheet to see which form to use. Organization name must be exactly as it's registered with State. On application form, be sure to check boxes 5 and 6 but not box 7, otherwise it will be rejected. Form must be submitted at least 27 months from end of month that organization was formed.
 7. For more info, check out [IRS.gov-charities and nonprofits-Lifecycle of an exempt organization](#). Recommended going to the [Starting out section](#) for organizational and sample documents. Also recommended to read through the [Bylaws section](#) and be sure they meet state requirements. Information for [requirements at the state level found here](#).
 - A Q/A followed: **How to do the bylaws**. One recommendation was to keep them general, i.e. "Youth Sports", not a specific sport such as baseball or soccer. If a charity approves a grant, the money must be used for exactly as listed in the grant. Not doing so will result in fine and possible jail. Think of bylaws as a playbook for the organization.
 - **Articles of incorporation** can also be amended as time goes on to update officer changes.
 - **Liability insurance** to be sure officers listed on State and Federal forms cannot be personally sued (needs more research).

Meeting wrapped up, but volunteers still needed for positions to register name and move forward.