

Stacel, Lori

From: Merle F. Wilberding <Wilberding@coollaw.com>
Sent: Friday, March 12, 2021 5:06 PM
To: Jacques, Robert; Jeremy Newport
Cc: Kristi Hale (hale@wrightlibrary.org); Judy Cook; sdorf1@udayton.edu; Klopsch, Norbert S.
Subject: RE: [REDACTED] **R3**

Jeremy and Rob,

[REDACTED]

[REDACTED]

R3 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Merle

From: Jacques, Robert <Jacques@oakwood.oh.us>
Sent: Friday, March 12, 2021 4:39 PM
To: Jeremy Newport <newporjd@yahoo.com>
Cc: Kristi Hale (hale@wrightlibrary.org) <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; sdorf1@udayton.edu; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Merle F. Wilberding <Wilberding@coollaw.com>
Subject: RE: [REDACTED] **R3**

Hi Jeremy,

[REDACTED] **R3** are better directed to Mr. Wilberding. I don't mean to sound evasive, but my role with the city does not allow for representation of this outside organization. As the statutory agent, my function is mainly mail-forwarding.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
(937) 298-0600
Jacques@oakwood.oh.us | www.oakwoodohio.gov



From: Jeremy Newport <newporjd@yahoo.com>
Sent: Wednesday, March 10, 2021 10:59 AM
To: Jacques, Robert <Jacques@oakwood.oh.us>
Cc: Kristi Hale (hale@wrightlibrary.org) <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>;
sdorf1@udayton.edu; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; wilberding@coollaw.com
Subject: Re: [REDACTED] **R3**

Hello Robert,

[REDACTED]

Kind regards,
Jeremy Newport

Sent from my iPhone

On Mar 9, 2021, at 11:38 AM, Jacques, Robert <Jacques@oakwood.oh.us> wrote:

All,

The attached welcome letter was received today from Ohio Attorney General Dave Yost's office. The Attorney General is responsible for regulation of charities in the state of Ohio. It includes information about registration and reporting requirements, as well as contact information if you have any questions or concerns.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov

<image001.jpg>

<210309 AG Info Packet.pdf>

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Stacel, Lori

From: Jacques, Robert
Sent: Thursday, May 27, 2021 2:06 PM
To: Kristi Hale (hale@wrightlibrary.org); Jeremy Newport; Judy Cook
Cc: Klopsch, Norbert S.
Subject: OIC mail received: IRS 501(c)(3) approval letter
Attachments: 210522 IRS 501c3 Approval Letter .pdf

All, the attached letter arrived today from the IRS. You should retain a copy with your important accounting records. It may be needed from time to time to document your status as an approved 501(c)(3) non-profit organization.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

OAKWOOD INCLUSION COALITION
30 PARK AVENUE
OAKWOOD, OH 45419

Date: 05/22/2021
Employer ID number: 86-1819198
Person to contact: Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending: December 31
Public charity status: 170(b)(1)(A)(v)
Form 990 / 990-EZ / 990-N required: Yes
Effective date of exemption: January 25, 2021
Contribution, deductibility: Yes
Addendum applies: No
DLN: 26053453002081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Stacel, Lori

From: Jacques, Robert
Sent: Friday, June 4, 2021 2:26 PM
To: Kristi Hale (hale@wrightlibrary.org); Jeremy Newport; Judy Cook
Cc: Klopsch, Norbert S.
Subject: OIC mail received: 2nd copy of IRS 501(c)(3) determination letter
Attachments: 20210604142001561.pdf

All,

Today's mail included a second copy of the OIC's 501(c)(3) determination letter. I am attaching it for your records, although I have already done a comparison and it appears to be identical to the first copy that was forwarded to you last week. I have no idea why the IRS mailed a second copy.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

OAKWOOD INCLUSION COALITION
30 PARK AVENUE
OAKWOOD, OH 45419

Date:
05/22/2021
Employer ID number:
86-1819198
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
January 25, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053453002081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

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For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Stacel, Lori

From: Jacques, Robert
Sent: Monday, June 7, 2021 4:00 PM
To: Kristi Hale (hale@wrightlibrary.org);Jeremy Newport;Judy Cook
Cc: Klopsch, Norbert S.;Stacel, Lori
Subject: OIC mail: bank statement

All,

OIC's bank statement arrived in today's mail and can be picked up at your convenience.

It occurs to me that some mail can be scanned and emailed, but bank statements and other confidential records are better picked up in person. We have a bank of internal mailboxes here at 30 Park Ave for city staff and have labeled one for OIC use. (We have a similar arrangement in place with the Sister City Association.) That way, I can send an email when mail arrives to let you know that the originals are available here in your mailbox. I will continue to scan most documents, but more sensitive records like bank statements will go straight to the mailbox.

FYI, the mailbox is accessible any time during normal business hours. But if you ever need to make an afterhours pick-up, let me know. I can leave the contents of the mailbox with the public safety dispatcher for 24/7 pick-up.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov



Stacel, Lori

From: Jacques, Robert
Sent: Monday, June 14, 2021 1:54 PM
To: Kristi Hale (hale@wrightlibrary.org); Jeremy Newport; Judy Cook
Cc: Klopsch, Norbert S.
Subject: OIC mail: IRS Notice regarding Form 990 filing requirement
Attachments: 210614 OIC - IRS 990 Notice.pdf

All, attached is an IRS notice that arrived today regarding Form 990 filing requirements.

The original is here in the OIC mailbox, if needed.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov





Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0038

Notice	CP299
Notice date	June 14, 2021
Employer ID number	86-1819198
To contact us	Phone 877-829-5500 FAX 855-214-7520

Page 1 of 2

144477,342811.250043,23542 1 AB 0.428 370



OAKWOOD INCLUSION COALITION
30 PARK AVE
OAKWOOD OH 45419-3426

144477

Message about Form 990-N (e-Postcard)

Your organization may be required to file a Form 990-N

Our records show that your organization may be required to file an annual electronic notice (e-Postcard), Form 990-N.

What you must do immediately

If your organization already filed its annual information return (Form 990, 990-PF, or 990-EZ) or e-Postcard, you don't need to do anything right now. You should continue to file a return or e-Postcard every year.

If your organization hasn't filed its annual information return or e-Postcard, it must file as soon as possible.

The annual information return or e-Postcard is due by the 15th day of the fifth month after the close of your tax period. For example, if your tax period ends December 31 and you are filing Form 990-N, your due date is May 15.

Who can file the e-Postcard Form 990-N?

- A tax-exempt organization other than a private foundation or political or foreign organization whose gross receipts are normally \$50,000 or less
- A Section 509(a)(3) supporting organization of a religious organization whose gross receipts are normally \$5,000 or less

All other supporting organizations generally must file Forms 990 or 990-EZ, even if gross receipts are normally \$50,000 or less.

To e-file your organization's e-Postcard:

- Go to irs.gov/charities.
- Type 990-N in the search box.
- Click on the link for the Form 990-N.

If we don't hear from you

Revocation for not filing an annual information return or e-Postcard

- If your organization doesn't file an annual return for three consecutive years, it will result in automatic revocation of its tax-exempt status as of the filing date of the third year the return or e-Postcard is due.
- If your organization's tax-exempt status is revoked and you want to have it reinstated, it must file an exemption application and pay the required user fee.
- If your organization had reasonable cause for not meeting its filing requirement, we can consider retroactive reinstatement.

Continued on back...

Notice	CP299
Notice date	June 14, 2021
Employer ID number	86-1819198
Page 2 of 2	

Next Steps

What you need to file the e-Postcard

You must use your organization's employer identification number, EIN. Don't use another organization's EIN (for example, your parent organization, group ruling holder, or another affiliated organization's EIN) when you file your e-Postcard.

When you are ready to file the e-Postcard, have the following information available about your organization:

- Legal name
- Any other names the organization uses
- Mailing address
- Website address
- Employer identification number
- Name and address of principal officer
- Annual tax period
- Operating status (Are you still in business?)

You must also verify that the organization's annual gross receipts are normally \$50,000 or less. For an explanation of what it means to have receipts that are "normally \$50,000 or less":

- Go to www.irs.gov/charities.
- Type 990-N in the search box.
- Click on the link for the Form 990-N.
- Click on the highlighted text, "normally \$50,000 or less."

Additional information

Visit www.irs.gov/cp299.

- For tax forms, instructions, and publications, visit www.irs.gov/forms-pubs or call 800-TAX-FORM (800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.



Stacel, Lori

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Monday, June 14, 2021 2:12 PM
To: Jeremy Newport; Jacques, Robert
Cc: Judy Cook; Klopsch, Norbert S.
Subject: RE: OIC mail: IRS Notice regarding Form 990 filing requirement

Tel: 937.223.8177

From: Jeremy Newport [mailto:newporjd@yahoo.com]
Sent: Monday, June 14, 2021 2:09 PM
To: Jacques, Robert <Jacques@oakwood.oh.us>
Cc: Kristi Hale <hale@wrightlibrary.org>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Subject: Re: OIC mail: IRS Notice regarding Form 990 filing requirement

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Does anybody have a phone number for Merle? I'd like to talk to him about this.

Kind regards,
Jeremy Newport

Sent from my iPhone

On Jun 14, 2021, at 1:54 PM, Jacques, Robert <Jacques@oakwood.oh.us> wrote:

All, attached is an IRS notice that arrived today regarding Form 990 filing requirements.

The original is here in the OIC mailbox, if needed.

Regards //Rob

Robert F. Jacques, Esq. | Law Director
City of Oakwood | 30 Park Avenue | Oakwood, Ohio 45419
T: (937) 298-0600
F: (937) 297-2940
Jacques@oakwood.oh.us | www.oakwoodohio.gov

<image001.jpg>

<210614 OIC - IRS 990 Notice.pdf>

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, March 1, 2021 11:13 AM
To: Judy Cook
Subject: FW: OIC Planning Meeting DRAFT MINUTES (14 January 2021)
Attachments: OIC minutes (14 January 2021) Corrected.docx

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Samuel N Dorf <sdorf1@udayton.edu>
Sent: Friday, January 15, 2021 8:13 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; Turben, D <dan.turben@parknationalbank.com>; Kristi Hale <hale@wrightlibrary.org>; Joshua@the-green-family.org
Subject: Re: OIC Planning Meeting DRAFT MINUTES (14 January 2021)

Thanks all. Corrected minutes are attached.

I'm still collecting bios, too!

S

On Fri, Jan 15, 2021 at 5:02 PM Klopsch, Norbert S. <Klopsch@oakwood.oh.us> wrote:

Thanks Sam... looks great.

Attached are a few minor suggested edits.

Norb

Norbert S. Klopsch
Oakwood City Manager

(937) 298-0600

From: Samuel N Dorf <sdorf1@udayton.edu>

Sent: Thursday, January 14, 2021 6:38 PM

To: healyjackson@gmail.com; Iseli, Madeline <Madeline.Iseli@sinclair.edu>; Jeremy Newport <newporjd@yahoo.com>; Judy Cook <judygcook@woh.rr.com>; Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Kyle Ramey <ramey.kyle@oakwoodschoools.org>; LAD <ladfulford@gmail.com>; Roger Crum <rcrum1@udayton.edu>; Turben, D <dan.turben@parknationalbank.com>; Kristi Hale <hale@wrightlibrary.org>; Joshua@the-green-family.org

Subject: OIC Planning Meeting DRAFT MINUTES (14 January 2021)

Hi All,

Here are the draft submits. Please send any comments or corrections.

Important reminders:

1. Send a headshot/photo to Joshua Green for the website (Joshua@the-green-family.org)

2. Send me your 2-3-sentence bio for the website so I can format them. Your bio should include:
 - o How long you have lived in the city (with whom.. i.e. family)
 - o Where you came from (home town)
 - o Why you are motivated to be part of the leadership team.

Thanks All!

Sam

--

Samuel N. Dorf, PhD
Associate Professor
Department of Music
University of Dayton
300 College Park
Dayton, Ohio 45469-2946
Phone: 937.229.3986

<https://global.oup.com/academic/product/performing-antiquity-9780190612092?cc=us&lang=en&>

No one has to do everything. Everyone has to do something...What's your GREEN DOT?

--

Samuel N. Dorf, PhD
Associate Professor
Department of Music
University of Dayton
300 College Park
Dayton, Ohio 45469-2946
Phone: 937.229.3986

<https://global.oup.com/academic/product/performing-antiquity-9780190612092?cc=us&lang=en&>

No one has to do everything. Everyone has to do something...What's your GREEN DOT?

Minutes
Oakwood Inclusion Coalition (OIC) Leadership Team
January 14, 2021
4:00 pm
Zoom meeting

Present: Kristi Hale (chair), Judy Cook, Jeremy Newport, Sam Dorf, Healy Jackson, Leigh Ann Fulford, Madeline Iseli, Dan Turben, Norbert Klopsch, Kyle Ramey

Excused: Roger Crum

Guests: Joshua Green

New Business

I. Introductions of Committee members

II. Updates

- Hale: Library has Anti-Racism 101 (one on 26 January and one on 24 February: <https://wrightlibrary.org/Antiracism101>)
- Newport: Articles of incorporation are ready to be signed. Once incorporated the OIC will file with IRS for 501c3. IRS will issue a determination letter and the OIC will maintain it in its records. Letter will include a tax-payer identification number (EIN). OIC will then be able to open a bank account for the organization; an account will be opened with LCNB in Oakwood.
- Dorf: Beth Abraham and Wright Library event on 17 January 2021 virtual event on *Caste* with Hon. Gerald Parker (<https://wrightlibrary.org/content/mlk-jr-day-book-discussion>).
- Jackson (Membership Committee): shared a list of individuals from local organizations who are willing to participate. There are a number of institutions that have yet to indicate a commitment to participate with the OIC. Jackson will follow up. If she is unable to get a hold with these institutions, she will seek help from leadership team.
- Klopsch: City will be able to transfer \$3,753.50 from the city MLK Recognition Fund to the OIC's bank account once it is established. The OIC needs to ensure that the founding documents remain current and up to date.
- Ramey: Subgroup of Citizens for a Better Oakwood has been meeting with School leaders. This group has great expertise in diversity, equity and inclusion. Lauren Kawai has been leading the subgroup on schools. Ramey discussed district-wide and building-wide task forces along with county-wide diversity, equity and inclusion efforts. Ramey noted that the OIC will want to get students involved in these initiatives as well.
- Fulford (Programs and Events Committee): Reached out to Kristan Levy and the MoMs Group. Levy is eager to work with the OIC. Fulford would like the OIC to be "member owned" and will work with membership to determine what events and programs should be investigated.

- Iseli (Current Issues Committee): Dan Turben will serve on the committee. Rebecca Butler will also serve on the committee as well. Iseli will seek more members at the general meeting and will look into ways to improve and develop civic discourse skills. Iseli also asked Roger Crum to serve on the committee. Norb Klopsch volunteered to serve.
- Turben: Shared some historical reflections and perspectives on race, reminding those present that while the OIC will have a heavy lift, it is doing this work at a very important time.

OLD BUSINESS:

III. Branding:

- Matlack Whitaker (University of Dayton) will work on her plan and the OIC hopes to hear back in a week or so.
- CRUM will serve as point person in communication with Matlack Whitaker's class.
- KLOPSCH asked how the OIC will make decisions about the designs.
- Group recognizes that it needs to vet designs with the OIC's purpose, aims and mission in mind and then allow general membership to weigh in.

IV. Ground Rules and Code of Conduct

- Group approved minor changes to document by unanimous consent.

NEW BUSINESS:

V. Membership Expectations Document

- Group approved document by unanimous consent

VI. Website

- www.oakwoodic.org (OIC will have domain for a year), WIX was used for to its ease for coordinating events.
- Website has a "Subscribe Now" function to do mass mailings. There is a "members-only" function that can be turned on if wanted. "News" section has announcements and press. Also has all of the OIC's establishing documents. Hale will be added as an additional owner of the site as a backup.
 - **ACTION ITEM:** Everyone should send her/his/their headshot/photo and email address to Joshua Green (Joshua@the-green-family.org)
 - **ACTION ITEM:** Subscribe function should capture NAME, EMAIL, and ADDRESS. Text should read "JOIN NOW." (Green)
 - **ACTION ITEM:** Each member should send a 2-3-sentence bio to DORF (sdorf1@udayton.edu)
 - Bio should include:
 - How long you have lived in the city (with whom.. i.e. family)
 - Where you came from (home town)

- Why you are motivated to be part of the leadership team.

VII. First OIC Meeting — 27 January 2021 @ 7 PM (virtual):

- Press Release: Approved by unanimous consent.
- Registration: Those interested will use the website's new registration feature. Should capture NAME, EMAIL and ADDRESS.
- Responsibilities: Brian Potts at WMPL will serve as producer for the meeting. Josh Green will assist Potts. Each member of leadership team will help facilitate and guide discussions in break out rooms.
- Agenda: Hale will introduce members of leadership team. It was decided that the OIC should address the diversity of the committee and its hopes and goals as part of the vision.
 - Small Group: OIC's main goal is to hear what members want. Leadership team members will serve as note takers in the small groups. A regular member will serve as reporter to the group.
 - Hale settled on four main questions for each small group.
 - **ACTION ITEM: HALE will send a rough script to members of leadership team.**
 - Announcement of next general meeting will be in late April (last Wednesday of the month: 28 April?)
- Agenda approved by unanimous consent.

VIII. Approving Expenditures:

- NEWPORT will draft a simple excel template for committees to request purchases.
- NEWPORT will develop a draft spending and budget.
 - **ACTION ITEMS: NEWPORT will develop draft expenditures template and a draft spending policy and budget.**

IX. Next Leadership Meeting: February to debrief.

Adjourned: 6:07pm

Respectfully submitted, Sam Dorf, Secretary

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, March 5, 2021 9:43 AM
To: Kristi Hale
Cc: Judy Cook
Subject: RE: OIC Meeting

Kristi,

So maybe we can have another Leadership Team meeting within the next couple weeks... just a short one to confirm the April meeting plan and approve the stuff for LCNB.

Was Brian able to record the March 1 Leadership Team meeting? If so, have you had time to watch it? I think the recommendation towards the end (by Sam Dorf) to use the April 28 meeting as a panel discussion with Oakwood clergy (maybe three or four of them) is spot on. We talked about how we need to be careful that we don't focus too much on race issues right out of the shoot. We can discuss this when we meet at 4 pm today.

I think your suggestion on check writing makes sense.

See you this afternoon.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Thursday, March 4, 2021 1:15 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

From LCNB:

We will need the following

- IRS paperwork showing the TIN#
- Meeting minutes naming each signer and power/ positions
- The attached form for all signers

So I don't think an e-mail vote is going to suffice on its own – we need meeting minutes.

I'll get on Jeremy to write the procedures. What positions should we include as access - Chair, City Liaison, and Treasurer? I like the idea of someone from a public entity to have account access, for continuity. Similarly for check signing - City Liaison and Treasurer? Two signatures required for all checks/some checks?

Kristi

From: Klopsch, Norbert S. [mailto:Klopsch@oakwood.oh.us]
Sent: Thursday, March 4, 2021 1:01 PM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

That's correct. We needed Jeremy. Can we press him to move this along? I would ask him to draft a proposal based on his recommendations from the March 1 email...

Obviously next step for the bank account has been emailed to all of us for consideration from LCNB early in February. I think in terms of account access we need to limit to 2-3 individuals max. I would like a separate person for deposits and check writing. Ideally only 1-2 individuals would have check writing authority but if the group insists on more, we just need to have some sort of review procedure to review checks issued on a monthly/quarterly basis.

It seems to me that this can be addressed in a 1-page document... and then approved by email vote of the Leadership Team.

I think we owe Josh several hundred dollars.

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Thursday, March 4, 2021 12:54 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

LCNB requires that we have financial policies approved by the leadership team that establish who can sign checks and the approval procedures for expenditures. I put these on the agenda, but based on the minutes, it looks like that wasn't discussed or put to a vote.

From: Klopsch, Norbert S. [mailto:Klopsch@oakwood.oh.us]
Sent: Thursday, March 4, 2021 11:32 AM
To: Kristi Hale <hale@wrightlibrary.org>

Cc: Judy Cook <judygcook@woh.rr.com>

Subject: RE: OIC Meeting

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Kristi,

Jeremy never made it into our Zoom meeting last Monday. I would like to reimburse Josh for his expenses as soon as possible. Do you know what is holding up establishing our bank account?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Wednesday, March 3, 2021 5:09 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

Perfect – thanks NORb.

From: Klopsch, Norbert S. [mailto:Klopsch@oakwood.oh.us]
Sent: Wednesday, March 3, 2021 1:14 PM
To: Kristi Hale <hale@wrightlibrary.org>
Cc: Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Meeting

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Kristi,

I spoke to Judy. How about 4 pm Friday in the council chamber?

Norb

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Wednesday, March 3, 2021 12:53 PM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: OIC Meeting

Norb and Judy,

Thank you very much for carrying the Monday meeting. I've reviewed Sam's minutes, but I'd like to get an update from you two if possible. Do you have any time Friday afternoon that we could meet and discuss? Tomorrow is also possible.

Thanks,
Kristi



Kristi J. Hale *Director*
Wright Memorial Public Library

1776 Far Hills Avenue,
Oakwood, OH 45419-2531
Office phone: 937 250-6824 F 937 294-8578
hale@wrightlibrary.org | wrightlibrary.org

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Friday, March 5, 2021 5:24 PM
To: Kristi Hale;Newport, Jeremy;Judy Cook
Subject: RE: OIC Financial policies
Attachments: Funds Disbursement Protocol.docx

Kristi and Judy, Attached is the edited version, consistent with our discussion. It may need some additional edits, but is hopefully close.

Jeremy, The attached is the result of a discussion this afternoon between Kristi, Judy and me.

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Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

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Any changes?

Kristi

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Sent: Friday, March 5, 2021 3:22 PM
To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>

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Subject: RE: OIC Financial policies

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Yeah, I'm a CPA so I love to err on the side of over-cautiousness. I am good with a mirrored type policy with unanimous email, then unapproved get accumulated and added to new business for the meetings.

Kind regards,

Jeremy Newport
Assurance Manager

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M: 937.408.0007 | E: Jeremy.Newport@rsmus.com | W: www.rsmus.com



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From: Kristi Hale <hale@wrightlibrary.org>

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Subject: EXT: RE: OIC Financial policies

Great (though unfortunately for me, you have it flipped – I'm chair and Judy's vice chair).

Regarding e-mail approvals, does it have to be unanimous, majority of those that vote, majority of full team? My Foundation requires a unanimous vote or it otherwise has to wait until the next meeting. While this can be a bit of a pain, it ensures that all members of the leadership team have the opportunity to discuss and be heard.

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To: Kristi Hale <hale@wrightlibrary.org>; Jeremy Newport <newporjd@yahoo.com>

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Yeah, that could be you as vice chair!

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Subject: EXT: RE: OIC Financial policies

Jeremy,

Quick work! Do we need a backup for the deposits, other than the Chairperson?

Thanks,
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Formal Recommendation

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I am fine if you want to switch around who has check writing authority between Judy, Norb, and myself but I do think it is imperative that a check signor not have the authority to deposit funds as that would be a very basic segregation of duties.

Kind regards,

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From: Kristi Hale <hale@wrightlibrary.org>

Sent: Friday, March 5, 2021 12:29 PM

To: Jeremy Newport <newporjd@yahoo.com>; Newport, Jeremy <Jeremy.Newport@rsmus.com>

Cc: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>

Subject: EXT: OIC Financial policies

Hi Jeremy,

Sorry you had to miss Monday's meeting. We want to get moving on the LCNB account setup, because we owe Josh some money. According to LCNB, we must have meeting minutes that name each signer and their power/positions. We also need to establish who has access to the account, and who can write checks. I suggest that the Chairperson, City Liaison, and Treasurer have access to the account, and that the Treasurer and City Liaison have check writing authority. Lastly, we should have a financial policy that describes thresholds and protocols for

expenditures. I.E. All expenditures should be approved in advance by the leadership team, whether or not e-mail vote is valid, checks in excess of \$xxxx must have 2 signatures, etc. I don't really know what these protocols should be – just that we should outline and follow them.

Can you please write up some procedures that we can take to the Leadership team for approval? Let me know when you think you can have something together, so I can start looking for a date for the team to meet and approve.

Thanks, Jeremy.
Kristi



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DRAFT

OIC Funds Disbursement Protocol

The OIC shall maintain an approved vendor listing. New vendors shall be approved at OIC Leadership Team meetings. All expenditures shall be approved in advance by the Leadership Team, ideally at formal meetings. Expenditures arising between meetings may be approved by the Leadership Team through unanimous vote via email communication; the e-mail approval shall be noted in the meeting minutes at the next formal meeting. Upon receipt of vendor invoices, the Treasurer shall execute a payment to the vendor. If the Treasurer is unavailable, payment may be issued by the Statutory Agent. Payments in excess of \$1,000 must have the signatures of the Treasurer and the Chairperson. If either one is unavailable, the Statutory Agent may provide the second signature. The Treasurer and Statutory Agent shall have access to the bank account and related statements. The Chairperson and Vice Chairperson shall have deposit privileges and the Treasurer and Statutory Agent shall be limited to issuing payments.

Stacel, Lori

From: Klopsch, Norbert S.
Sent: Monday, March 8, 2021 2:09 PM
To: Cathy Campbell (ccampbell@smdcd.org)
Subject: FW: OIC Financial policies

Norbert S. Klopsch
Oakwood City Manager
(937) 298-0600

From: Kristi Hale <hale@wrightlibrary.org>
Sent: Sunday, March 7, 2021 8:41 AM
To: Klopsch, Norbert S. <Klopsch@oakwood.oh.us>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

Norb and Judy,

It's with a very heavy heart that I share that my brother passed away very unexpectedly on Saturday – just 6 days after my dad's passing. I honestly can't wrap my head around this.

My brother lived in Mexico, and my youngest son was staying with him. My husband and I need to leave ASAP to help our son with all the paperwork and arrangements and figure out what needs to be done. I will be gone for the week, and I'll be backlogged when I get back. Long story short, I am once again going to have to either delay or defer the OIC Leadership team meeting arrangements unless you two can take over the helm again. I really think we need to move forward with 4/28 meeting planning and the financial policies, even if the communication strategy discussion can get delayed a little.

I'm sorry to leave this to you guys – truly. Let me know what you think you can do. I will try to check in with my e-mail as able this week.

Kristi

From: Klopsch, Norbert S. [<mailto:Klopsch@oakwood.oh.us>]
Sent: Friday, March 5, 2021 5:24 PM
To: Kristi Hale <hale@wrightlibrary.org>; Newport, Jeremy <Jeremy.Newport@rsmus.com>; Judy Cook <judygcook@woh.rr.com>
Subject: RE: OIC Financial policies

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Kristi and Judy, Attached is the edited version, consistent with our discussion. It may need some additional edits, but is hopefully close.

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Any changes?

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