

# Minutes of First Meeting of Board of Directors of Belvidere Heritage, Inc

The board of directors of Belvidere Heritage, Inc, held its first meeting on February 27, 2018, 7:00pm, at 18 Pritchard Way, Belvidere, NJ.

The following directors, constituting a quorum of the full board, were present at the meeting:

Amanda Lewis  
Joan McDonald  
Rebecca Lewis  
Renee Couvrette

The following directors were absent:

NA

On motion and by unanimous vote, Amanda Lewis was elected temporary chairperson and then presided over the meeting. Renee Couvrette was elected temporary secretary of the meeting.

## **Articles of Incorporation**

The chairperson announced that the articles of incorporation or similar organizing instrument of this corporation was filed with the office of the Department of Treasury, Division of Revenue and Enterprise Services for the State of New Jersey, on February 19, 2018.

RESOLVED, that the secretary of this corporation is directed to see that a copy of the articles of incorporation or similar organizing instrument of this corporation, file-stamped or certified by the secretary of state or other appropriate state office or official, is kept at the corporation's principal office.

## **Bylaws**

There was then presented to the meeting for adoption a proposed set of bylaws of the corporation. The bylaws were considered and discussed and, on motion duly made and seconded, it was unanimously

RESOLVED, that the bylaws presented to this meeting be and hereby are adopted as the bylaws of the corporation;

RESOLVED FURTHER, that the secretary of this corporation is directed to see that a copy of the bylaws is kept at the corporation's principal office.

## **Corporate Tax Exemptions**

The chairperson announced that, application will be made on Thursday, March 1, 2018, to the Internal Revenue Service, for the determination that the corporation be exempt from payment of federal corporate income taxes under Section 501(c)(3) of the Internal Revenue Code.

The chairperson announced that the corporation was exempt from applicable state corporate income, franchise, or similar taxes. The chairperson instructed the secretary to place a copy of any correspondence related to the corporation's state corporate tax exemption in the corporate records book.

#### **Election of Officers**

The chairperson then announced that the next item of business was the election of officers. Upon motion, the following persons were unanimously elected to the offices shown after their names:

Amanda Lewis	President
Rebecca Lucas	Vice President
Renee Couvrette	Secretary
Joan McDonald	Treasurer

Each officer who was present accepted his or her office. Thereafter, the president presided at the meeting as chairperson of the meeting, and the secretary of the corporation acted as secretary of the meeting.

#### **Principal Office**

After discussion as to the exact location of the corporation's principal office for the transaction of business in the county named in the bylaws, upon motion duly made and seconded, it was RESOLVED, that the principal office of this corporation shall be located at 205 Hardwick Street, Belvidere, NJ 07823.

#### **Bank Account**

Upon motion duly made and seconded, it was

RESOLVED, that the funds of this corporation shall be deposited with PNC Bank.

RESOLVED FURTHER, that the treasurer of this corporation be and hereby is authorized and directed to establish an account with said bank and to deposit the funds of this corporation therein.

RESOLVED FURTHER, that any officer, employee, or agent of this corporation be and is authorized to endorse checks, drafts, or other evidences of indebtedness made payable to this corporation, but only for the purpose of deposit.

RESOLVED FURTHER, that all checks, drafts, and other instruments obligating this corporation to pay money shall be signed on behalf of this corporation by any of the following persons:

Joan McDonald  
Amanda Lewis

RESOLVED FURTHER, that said bank be and hereby is authorized to honor and pay all checks and drafts of this corporation signed as provided herein.

RESOLVED FURTHER, that the authority hereby conferred shall remain in force until revoked by the board of directors of this corporation and until written notice of such revocation shall have been received by said bank.

RESOLVED FURTHER, that the secretary of this corporation be and hereby is authorized to certify as to the continuing authority of these resolutions, the persons authorized to sign on behalf of this corporation, and the adoption of said bank's standard form of resolution, provided that said form does not vary materially from the terms of the foregoing resolutions.

### **Compensation of Officers**

There followed a discussion concerning the compensation to be paid by the corporation to its officers. Upon motion duly made and seconded, it was unanimously

RESOLVED, that the following annual salaries be paid to the officers of this corporation:

President	\$0.00
Vice President	\$0.00
Secretary	\$0.00
Treasurer	\$0.00

### **Notes**

- Confidentiality and Conflict of Interest statements were signed by all officers present.
- Interview with Jeanette Iurato for position on the board.
- Upon Mrs. Iurato's departure, on motion and by unanimous vote, Jeanette Iurato was elected Media Coordinator.
- Reviewed, and completed items on agenda for February 27, 2018 board meeting (see attached)
- Created agenda for February 28, 2018 community meeting.

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned 9:52pm.

Dated: February 27, 2018.

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Renee Couvrette, Secretary