



NOVEMBER 2025 MEETING MINUTES

I. Call to Order

The meeting was called to order via Zoom by Board President Jacob Partee. A quorum was present.

II. Attendance

Board Members Present:

- Jacob Partee, President
- Robin Henry, Vice President
- Adrienne Nelson, Secretary
- Board Members At-Large: Renee Pierce (*Virtually*), Austin Arnold, Thomas Hinton, Natalie Garcia(new appointee).

Guests/Participants:

- Community partners referenced in ongoing outreach initiatives.

III. Approval of Agenda & Prior Minutes

The Board proceeded with the agenda and accepted the summary of prior actions.



IV. Board Appointments & Introductions

The Board welcomed **Austin Arnold** and **Thomas Hinton** as newly appointed **Board Members At-Large**.

Additionally, **Natalie** was introduced and welcomed to the Board, sharing her experience working with local youth programs. The Board plans to Officially On-Board Natalie during its January 2026 Meeting.

V. Reports & Updates

1. Grant & Partnership Updates

- The **Community Needs Grant** (Community Foundation of Central Illinois) was **denied**, with their requested expenses categorized as capital.
- A successful meeting was held with the **Salvation Army of Canton**. Planning continues for the **December Resource Fair** and potential MOU.
- **Prairie State Legal Services** completed their annual review and listed CIRC as a referral partner.
- **Meadowview Behavioral Hospital** is exploring partnership opportunities.



2. Social Media & Outreach Report

- Since October 15th, the CIRC Facebook Page achieved:
 - **117,000 total views**
 - **27,000 organic reach**
- High-performing posts include:
 - Winter clothing drive
 - Live chat support initiative
- The Board discussed strategies to encourage additional vendor signups for the **January Care Fair with Pink Blossom**.

3. Events & Fair Planning

- Scheduled the **first Mental Health Resource Fair at Pekin Library** for Spring 2026.
- Approved reserving a venue for a **Bloomington fair**, contingent on vendor participation.



VI. Motions & Approvals

1. Service Area Expansion

The Board approved adding **Mason, Livingston, and Stark Counties** to CIRC's service area for food insecurity and mental health initiatives.

2. Program Expansions & Initiatives

- Approval to issue a **Memorandum of Understanding with WHIP (Washington Helps Its People) located in Washington, Illinois - Tazewell, County**
- Approval to move forward with checking into hosting a Community Care Fair at Lincoln Public Library in Springfield, Illinois.
- Approval to launch a **TikTok series: Central Illinois Connects**, pending development of topic outlines.

3. MOUs & Agreements

- **Salvation Army MOU approved**, with required disclaimer clarifying CIRC is not primarily located in Fulton County.

4. Tax, Legal, and Compliance Items

- Approval to file the **Illinois state tax-exemption application**.



VII. Legal & Governance Discussion

- Reviewed nonprofit's legal protections and the findings of a recent attorney meeting, including affirmation of CIRC's 501(c)(3) compliance and website content.
- Discussed consent protocols for recorded phone calls and AI-assisted communications.
 - Agreed to enable a **Zoom call consent feature** for all inbound calls.
- Discussed implementing safer financial controls.

VIII. Trademark & Administrative Approvals

- Approved pursuing **federal trademark registration** for the CIRC organizational logo.
 - Cost authorized: **\$66**.
- Approved shifting away from business checks and using **cashier's checks** for necessary transactions.
- Website updates were shared, including:
 - New client intake form
 - Chatbot feature for crisis support
 - Corrections to titles on the Board of Directors page



- Password-protected Board page access will be re-issued to all members.

IX. Additional Items

Agreed to contact **Central Illinois Friends** for mailbox and office space for cost efficiency.

Confirmed plans for:

- **Ending Homelessness Crisis Event – December 6th**
 - Guest speakers include the planned addition of **Kisha Woods (NAMI Tri-County)**.
- **Tazewell County Town Hall – December 13th**
- Ensuring Washington Library advertises events at both main and branch locations.

X. Action Items (Next Steps)

- Send meeting transcript with Amanda Fiske to Renee
- Finalize Illinois state tax-exemption application



- Promote January Care Fair vendor signups
- Assist with outreach on Chestnut Health base grant
- Contact Zoom regarding call-consent functionality
- Finalize MOU and meet with Central Illinois Friends about office space
- File federal trademark for CIRC logo
- Ensure Town Hall flyers circulate in Tazewell & Woodford Counties
- Confirm second guest speaker for December 6 event
- Re-email Board of Directors page login credentials
- Update website (title corrections, intake form, etc.)
- Add Project Sleep materials provided by Thomas to website and board packet

XI. Adjournment

With no further business, the meeting adjourned at 6:52PM



Certification of Minutes

These minutes were prepared by Jacob Partee, Board President and submitted for Board review. Secondary Review conducted by the Board Secretary.

Approved by the Board of Directors on: 12/08/2025

Signature: 
Adrienne Nelson, Board Secretary


Jacob Partee, Board President


Robin Henry

Robin Henry, Vice President


Renee Pierce, Board Member At-Large


Felicia Murray

Felicia Murray, Board Member At-Large


Cari Blodgett, Board Member At-Large


Jade Reddick

Jade Reddick, Board Member At-Large


Austin Arnold, Board Member At-Large


Thomas Hinton, Board Member At-Large