



FREEDOM WITHIN PROJECT

Restoring wholeness to individuals, families & communities impacted by incarceration through a path of compassion, insight & accountability

Freedom Within Project

Board Meeting Minutes

Date: 4/8/25

Location: Zoom

Facilitator: Malcolm / Robin

Note-Taker: Malcolm

1. Welcome & Introductions

- *Malcolm began with a grounding exercise*
- *Each board member introduced themselves and shared personal updates:*
 - *Zakee spoke about his reentry journey and new role*
 - *Marcel joined from vacation and shared website insights*
 - *Dave and Robin expressed excitement for the board's expansion and mission*

2. Meeting Norms & Organizational Overview

- *Norms agreed upon:*
 - *Start/end on time*
 - *Remain fully present (no multitasking)*
 - *Capture action items with assigned owners*
 - *Avoid crosstalk*
- *Malcolm presented the mission, vision, values, and program structure*
- *Highlighted impact: 25% recidivism vs. 42% state average*
- *Decision: Incorporate reentry prep (digital literacy, job readiness) into the work*

3. Financial Overview

- *Jennifer shared March budget vs. actual (under budget by \$1,175)*
 - *Explained cash-flow timing tied to grant disbursement*
 - *Strategy: Keep minimal checking balance—move excess to interest-bearing accounts*
 - *Jay noted ~18 months of current funding; grant writer engagement planned*
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4. Legal Duties of Board Members

- *Robin led an overview of legal responsibilities:*
 - *Duty of Care – informed, attentive in decision-making*
 - *Duty of Loyalty – act in the organization’s best interest*
 - *Duty of Obedience – follow bylaws and mission alignment*
 - *Reviewed the 10 core nonprofit board responsibilities*
 - *Agreed to review and update bylaws after the retreat*
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5. Communication Platforms

- *Decided on Signal for general communication*
 - *Use Slack for more in-depth discussions*
 - *Google Drive to serve as the shared repository for board docs*
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6. Program Progress

- *Jay updated on curriculum and graduation prep at CSP Sacramento*
 - *Malcolm shared participant feedback and emotional responses*
 - *Zakee proposed documenting graduations via photo/video*
 - *Dave reiterated his appreciation for program impact*
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7. Strategic Planning Retreat

- *Scheduled: May 3–4—focused on setting a 3–5 year strategic direction*
 - *Robin shared retreat agenda: feedback review → visioning → action roadmap*
 - *Dave requested prep materials (TED Talk, Simon Sinek video) to be shared*
 - *Action: Board members to review curriculum in advance (video + digital)*
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Next Steps & Action Items

<i>Task</i>	<i>Owner(s)</i>	<i>Deadline</i>
<i>Develop diversified funding plan</i>	<i>Malcolm, Robin</i>	<i>TBD</i>
<i>Spend Right Grant One & report</i>	<i>Jay</i>	<i>Spend by June 30; Report by Dec 31</i>
<i>Optimize account transfers for interest</i>	<i>Malcolm, Jay</i>	<i>Ongoing</i>
<i>Review cash management</i>	<i>Entire Board</i>	<i>Upcoming meeting</i>
<i>Discuss officer nominations & infrastructure</i>	<i>Full Board</i>	<i>May 3–4 retreat</i>
<i>Develop reentry curriculum content</i>	<i>Jay, Zakee</i>	<i>In progress</i>
<i>Prepare tech content presentation</i>	<i>Marcel</i>	<i>TBD</i>
<i>Transition donation platform from PayPal</i>	<i>Jay, Marcel</i>	<i>Post-vacation</i>
<i>Distribute pre-read and feedback summary</i>	<i>Malcolm, Kirsten</i>	<i>Before May 3</i>
<i>Arrange retreat logistics</i>	<i>Malcolm, Kirsten</i>	<i>Before May 3</i>
<i>Set up Google Drive board repo</i>	<i>Malcolm</i>	<i>ASAP</i>
<i>Record curriculum overview via Zoom</i>	<i>Malcolm, Jay</i>	<i>Before May 3</i>
<i>Send digital curriculum book</i>	<i>Malcolm</i>	<i>Before May 3</i>
<i>Add Zakee to Signal group chat</i>	<i>Malcolm</i>	<i>ASAP</i>
<i>Share TED Talk on charitable overhead</i>	<i>Robin</i>	<i>Before May 3</i>
<i>Share Simon Sinek strategic video</i>	<i>Robin</i>	<i>Before May 3</i>

<i>Implement envelope activity at Salinas ceremony</i>	<i>Jay</i>	<i>By next ceremony</i>
<i>Secure grad photo/video approvals</i>	<i>Malcolm, Jay</i>	<i>Ongoing</i>
<i>Assist Dave with clearance paperwork</i>	<i>Malcolm</i>	<i>ASAP</i>
<i>Finalize facilitation manual & handbook</i>	<i>Malcolm, Jay</i>	<i>TBD</i>
<i>Print curriculum & handbook copies</i>	<i>Malcolm, Jay</i>	<i>Before next cohort</i>
<i>Share recommended podcast</i>	<i>Robin</i>	

Adjournment:

Meeting adjourned with an uplifted spirit and high enthusiasm for strategic planning retreat and Freedom Within's next phase of development