

After Hours Community Project (AHCP)

Board Meeting Minutes

Date: December 4, 2025

Time: 7:34 PM

Location: Virtual (Zoom)

I. Call to Order

The Regular Board Meeting of After Hours Community Project was called to order by **Secretary Rafael Diaz** at **7:34 PM**.

Recording was initiated.

II. Roll Call

Board Members Present:

- Jacklyn (“Jacky”) Medrano – Present
- Earthwind Presas – Present
- Rafael Diaz – Secretary (Present)

Admin Team (Non-Voting):

- Deanna Martinez
- Zechariah Gonzalez

A quorum was established.

III. Approval of Agenda

Rafael presented corrections to the meeting agenda:

- Delete Section **VIII – Fundraising Report**
- Delete Section **XII – Photo Recap**
(both already integrated into other sections of the presentation)

Motion to approve the agenda with corrections:

- Motion: **Earthwind**
- Second: **Jacky**

Motion passed unanimously.

IV. Organizational Overview

Rafael shared his screen and presented the Organizational Overview slide deck, including:

- Reminder of AHCP departments and leadership
- Outreach & Education Program (led by Deanna)
- Family Services Program (led by Zechariah)
- Introduction of staff and interns
- Summary of volunteer hours (322 hours between Sept–Nov)
- Monetary value of volunteer labor (~\$6,300)

No questions were raised.

V. Dashboard Report (Sept–Nov 2025)

Rafael reviewed client and program data:

- 1 intake completed
- 2 active cases
- 13 total clients served
- Family Navigation: 2 enrolled (+1 pending)
- Education & Support: 10 served
- Community Closet: 3 vouchers issued, 2 redeemed
- Outreach Sources: 9 from outreach events, 2 referrals, 1 phone
- 8 outreach events completed with 200+ individuals engaged

No questions were raised.

VI. Financial Summary

Rafael presented the Financial Summary slides:

- Gross profit (including in-kind donations): **\$748.96**
- Total expenses: **\$418.46**
- Current net income: **\$330.50**
- Explanation of in-kind accounting for clothing
- Dummy account showing -\$55 in inventory redemption for redeemed vouchers
- Current clothing assets valued at **\$215**
- Garage sale revenue: \$160 + \$100 anonymous donation

No questions were raised.

VII. Programs & Outreach Updates

Rafael presented the Programs & Outreach slide section:

Community Closet

- Major donations received from Brownsville, San Benito, Harlingen, and Pharr
- Expanded inventory in sizes 2T through adult 4X

- Shoe inventory also received
- Planning another garage sale around **December 20** (pending staff availability)

Outreach Recap

- Events from September–November reviewed
- Photos shown from trunk-or-treats, BISD community fair, superintendent presentation
- Thanksgiving outreach: 20 families nominated; staff volunteered at distribution site (500+ families served)

Mommy & Me Classes

- First class held in November (self-care + Zumba at public library)
- 5 families attended; voucher incentives provided
- Next class: **December 17**, “Celebrating the Holidays Without Pressure”
- Includes ornament decorating, PJ theme, Santa photos at no cost, movie, and letter-writing

Board members were invited to attend the event.

No questions were raised.

VIII. Fundraising Report

Deleted per agenda correction.

IX. Governance & Administration

A. 501(c)(3) Status – Form 1023-EZ

- Application completed and ready for submission
- Need approval to pay IRS filing fee
- Filing fee to be covered by proceeds of upcoming garage sale
- Expected IRS timeline: 3–6 months

Motion to approve payment for IRS filing fee:

- Motion: **Earthwind**
- Second: **Jacky**

Motion passed unanimously.

B. Building / Space Planning

- AHCP has been offered a potential space (approx. \$1,000/month, utilities included, no deposit)
- Large enough to host classes, Community Closet, and Family Navigation

- Space is still under construction; board will be invited for walkthrough once ready

C. Logo Update

Rafael presented three logo options:

- Option 1 – Modernized marketing logo
- Option 2 – Friendlier logo for shirts/promo items
- Option 3 – New combined logo with arched tagline (“Strength • Support • Hope • Anytime”) created live during the meeting

Board Preference: **Option 3**

Motion to adopt Logo Option 3 as the official AHCP logo:

- Motion: **Earthwind**
- Second: **Jacky**

Motion passed unanimously.

X. Impact Summary

Because a client testimonial was not yet available, Rafael presented **Staff Spotlight messages** from Devin and Zack to highlight meaningful staff impact and community engagement.

No questions were raised.

XI. Social Media & Public Visibility

Rafael presented social media analytics:

- Nearly **36,000 combined views** on Facebook and Instagram since July
- Avg. ~9,000 views per month
- Website traffic in Nov: **1,600+ visitors**
- Rafael demonstrated the new AHCP website, including program pages, application forms, volunteer pages, and staff listings

XII. Photo Recap

AFTER HOURS
COMMUNITY PROJECT

Deleted per agenda correction.

XIII. Other Business

- No questions or comments from board members
- Jacky shared a written message of appreciation for AHCP staff (read into the record)
- Rafael reminded members of the **Dec 17 Mommy & Me class**
- Board discussed hosting a **Staff Christmas Gathering**

- Rafael will send date options
- Board invited to meet the full team at the event

No additional business.

XIV. Action Items & Next Steps

- Submit IRS 1023-EZ filing fee
- Prepare for RHCK launch (English & Spanish sessions)
- Schedule facilitator training
- Confirm December 20 garage sale
- Continue building evaluations
- Increase outreach and volunteer recruitment
- Plan staff Christmas gathering

XV. Adjournment

Motion to adjourn:

- Motion: **Jacky**
- Second: **Earthwind**

Meeting adjourned at **8:40 PM**.

Next Board Meeting (Quarterly):

March 5, 2026

A special meeting may be called earlier if building decisions require board action.

Jacklyn Medrano Dec 15 2025 15:56 CST

Jacklyn Medrano – Board President

AFTER HOURS
Rafael Diaz Dec 05 2025 15:55 CST
Rafael Diaz – Board Secretary

Certificate of Completion

Summary

Document ID: 3596B514-YW8VP5CK1CMALAZSEHHVKPAAPYPUAPPDAUUXMX_HULY

Document name: AHCP December Board Meeting Minutes

Sent by: Rafael Diaz <rafaeldiaz@afterhourscp.org>

Organization: After Hours Community Project

Sent on: Dec 5, 2025 15:55 CST

Signers: 1

Completed on: Dec 15, 2025 15:56 CST

Receives a copy: 2

Sign order: Random

Approvers: 0

No. of documents: 1

Witnesses: 0

Recipient reviewers: 0

Recipients

 **Signer** Jacklyn Medrano
jackymedrano33@gmail.com

Signature
Jacklyn Medrano

Emailed on: Dec 5, 2025 15:55 CST

Accessed from: 172.56.40.189

Viewed on: Dec 15, 2025 15:55 CST

Device used: Mobile

Terms agreed on: Dec 15, 2025 15:56 CST

Authentication type: None

Signed on: Dec 15, 2025 15:56 CST

 **Viewer** Earthwind Presas
epresas91@live.com

Accessed from: 172.56.90.94

Emailed on: Dec 5, 2025 15:55 CST

Device used: Mobile

Viewed on: Dec 6, 2025 13:29 CST

Authentication type: None

 **Viewer** Rafael Diaz
rafaeldiaz@afterhourscp.org

Accessed from: -

Emailed on: Dec 5, 2025 15:55 CST

Device used: -

Viewed on: -

Authentication type: None

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