

# Meeting Agenda for BonaGany Annual Meeting

## MEETING DETAILS.

Location: **51 West Main Street, Allegany NY 14706**

Meeting Facilitator: **Thomas Dettore**

Secretary: **Drake Dettore**

Date: **May 16, 2022** Time: **5:00 PM**

## ATTENDEES.

Thomas Dettore, Tim Peterson, Drake Dettore

## PREVIOUS MEETINGS MINUTES.

The minutes for the previous meeting were reviewed and approved.

## APPROVAL OF AGENDA.

The agenda for this meeting was distributed and approved.

## REPORTS.

**Report #1:** Business Plan

Details: Updated Business Plan dated 05/01/2022

**Report #2:** 2021 Preliminary Tax Returns (not filed)

Details: Federal, NY State and Charitable Tax Returns

**Report #3:** Financial Statements

Details: 2021 cash flow and bank statements

01/01/2021 starting balance \$1,785.40

12-31-2021 ending balance \$8,756.05

## NEW BUSINESS.

**Item #1:** Board of Directors Election

Details of the elections: Thomas Dettore President, Timothy Peterson Treasurer, Drake Dettore Vice President, and Secretary

**Item #2:** BonaGany's Advisory Board for 2022-2023

Advisory Board Members

Thomas Buttafarro "Director of Gov't & Community Relations

Frank Snyder "Allegany Superintendent of Public works"

Stephen Pockalny "Landlord"

Noah Minton "Graduate Intern"

Student Representative "SGA Member to be announced?"

**Item #3**

BonaGany, Inc. received its IRS determination letter 03/23/2022 as a 501(c)(3) Private Foundation within the meaning 509(a) with an effective date of 09/01/2020

**Item #4**

As a requirement of the IRS determination, we need to separate all activities of BonaGany, Inc from Bona Student Property Management (BSPM). The security deposit account must be transferred out of BonaGany, Inc into BSPM.

**Item #5**

In attempt to provide continuity for Intern training, we have asked Noah Minton to continue his Advisory Board position after graduating this month.

**Item #6**

We have 12 Intern Candidates who will be interviewed over the summer. We expect to bring on 7 Interns for the 2022-2023 school year.

**Item #7**

We will be asking our Advisory Board members their thoughts and input of funding a BonaGany Music festival in the Village of Allegany. The event could be scheduled during the fall of 2023. We have rising Junior Intern candidates that could coordinate organizing, marketing, and management of the event.

**Item #8**

Our feral cat catch, vaccinate, neuter and release program handled 10 cats in 2021. We are still attempting to locate a veterinarian to perform vasectomies rather than neutering. We believe that approach would be more effective in bringing down the population of cats in the Village but will continue neutering/spaying in an attempt to stabilize the current population.

**ADJOURNMENT.**

The meeting ended at 6:15 PM.

Minutes submitted by:  Print Name: Drake Dettore

Approved by:  Print Name: Thomas Dettore

## **Board of Directors and Advisory Board Meeting 2-11- 2022**

### **MEETING MINUTES.**

Location: **51 West Main Street, Allegany NY 14706 and ZOOM**

Meeting Facilitator: **Thomas Dettore**

Secretary: **Drake Dettore**

Date: **February 11, 2022** Time: **04:30 PM**

#### **Advisory Board Members Attended:**

Thomas Buttafarro "Director of Gov't & Community Relations"

Stephen Pockalny "Landlord"

Noah Minton "Student Intern"

Coccy Shimp "SGA Vice President" was unable to attend the meeting

Frank Snyder "Allegany Superintendent of Public works"

#### **Directors Attended:**

Thomas Dettore, Tim Peterson, Drake Dettore

#### **BoardGany Interns Attended:**

Kate Goodwin

Ciara McGrane

#### **Prospective 2022-2023 Interns Attended:**

Sarah Berman

Bridget Vogle

### **PREVIOUS MEETINGS MINUTES.**

The minutes for the previous meeting were delivered electronically on February 6th, 2022

Tom: Dettore: Does anyone have any questions concerning our last meeting minutes which were delivered electronically?

Okay, no question, Motion to accept the minutes? Tim Peterson seconds the motion and All in Favor? Unanimously in favor of accepting December special meeting minutes

## **APPROVAL OF AGENDA.**

The agenda for this meeting was distributed electronically on February 6<sup>th</sup>, 2022.

### **Item #1**

#### **Introduce a change to the opening of BonaGany, Inc.'s Advisory Board meetings:**

Tom Dettore discusses why the American Flag is in our BonaGany Logo and why he feels we should open all meetings with the reciting of the Pledge of Allegiance.

Tom Dettore asks for the Motion and Tim Peterson seconds it.

All were in favor of reciting the Pledge of Allegiance at the opening of BonaGany's Board meetings.

After which, the entire group removed their hats and recited the Pledge.

### **Item #2**

#### **Drake Dettore discusses the December 2021 donations which were made to local non-profits:**

##### **Year end 2021 charitable donations and payments**

\$500 to: The Enchanted Garden Club

\$500 to: The Bridge "St. Bonaventure church

\$500 to: The African American Cultural Center?

Drake Dettore continued with discussing other financial transactions that occurred since they were approved during the special December 6<sup>th</sup> meeting

\$250 to: Firehouse Restaurant who provided a \$300 Gift certificate to the students of "Treehouse" for winning the Community service award, Fall semester 2021

\$603 for the purchase of 24 home fire extinguishers and brackets (Village does not require)

\$200 for the installation of 21 fire extinguishers in kitchen sink cabinets (3 are in storage)

### **REPORT #1: Financial Statements**

Drake Dettore provided BonaGany's Financials through 12-31-21'.

M&T Bank's Management Account balance on 12-31-21' was \$8,756.05

Drake continued with the Projected revenue and expenses for 2022, 2023 and 2024.

### **Item #3**

#### **Ciara McGrane and Katie Goodwin discuss Fall semester community service projects**

##### **Community Service projects accomplished**

Our weekly Main Street litter collection began on Sunday August 29<sup>th</sup> and continued each week throughout the semester, except for the fall break and Thanksgiving weekends

The Garden Club Scarecrow set-up occurred September 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>.

The Village Shop fall window washing occurred Saturday October 9th

The Garden Club plant removal and bed clean-up occurred on Oct 23rd.

The African Cultural Center artifact relocation occurred October 30th and December 4<sup>th</sup>.

The Bridges thrift shop "deep clean" is tentatively scheduled for Saturday February 26th.

### **Item #4**

Tom Dettore discusses Current Intern Projects / Initiatives

Scheduling of Spring Semester Community Service Projects and the creation of Marketing/Communication initiatives for our non-profit partners.

#### **The Bridge Thrift Shop "Deep Clean" Cheryl O'keefe (716) 904-0969**

Katie Goodwin will be meeting with Cheryl O'keefe to schedule our next service project. She will also be helping to develop a Facebook page, Google search and Website for the Bridge. Our goal is to create paid internship initiatives which help our local non-profits and provide relevant real world work experience for our Interns.

#### **The Garden Club Spring clean-up Kathy MacArthur (585)307-7758**

Ciara McGrane is reaching out to the Garden club to set up our next service project in addition to offering to create a communication system amongst their club members.

**Frank Snyder "Allegany Superintendent of Public works"** was asked if BonaGany could help the Village with any springtime projects. Frank suggested and we discussed and agreed to helping the Village with mulching all the garden beds in the Village. We will schedule that event in late April.

#### **African Cultural Center Della Moore (215) 704-6608**

Ciara McGrane is reaching out to the Center to set up our next service project

Katie Goodwin will be setting up our next **Weekly Village Trash removal** once the weather breaks. We are buried in snow as of this meeting.

**Shop Window Washing in April (we can schedule the week of project to help ensure good weather)**

#### **Item #4**

##### **Communications “Public Awareness”**

Tom Dettore discusses Kate Seger who recently retired from the Olean Times. She is willing to donate her time to mentor our marketing/communications Interns. She will be assisting our Interns in creating press releases and other materials to help promote our non-profit partners and BonaGany's Service Projects. At some point we also need to schedule our Grand opening.

The Firehouse Restaurant (Ebb's) Nathan Borden. (585) 307-6242 has reached out to us about a Special Discount (and or special menu) for BonaGany Student Volunteers. They now have a Sunday Brunch Buffet until 3:00. We can reward our Student Volunteers and promote our non-profit.

Create better communication systems for our non-profit partners to communicate to their members. The Bridge Thrift Store needs help with their dormant Facebook page and other social media.

##### **Feral Cat Catch, Vaccinate, Neuter and Return or Vasectomy and Return**

We have identified colonies and received property owner approvals, but Veterinarians are extraordinarily busy and will not accept cats until April (warmer weather).

Tom Buttafarro offered to reach out to other Universities which have veterinarian programs. He will be asking if they could help to either spay/neuter and or perform vasectomy/hysterectomy for a research program.

##### **IRS Tax Filings for our accounting majors:**

1023 EZ (Private Foundation)

990 (2021 Non-profit tax return)

## **NEW BUSINESS**

### **501 C (3) Private Foundations vs. Public Charities:**

BonaGany, Inc should be a 501 C(3) Non-profit Foundation not a 501 C(3) Public Charity.

What is the difference between a private foundation and a public charity?

Every section 501(c)(3) organization is classified as either a private foundation or a public charity. Public charities generally receive a greater portion of their financial support from the public or governmental units. A private foundation, on the other hand, derives much of its support from a small number of sources. The major difference between the two is the way funds are acquired. Public charities ask the community for donations and receive many different smaller donations whereas a foundation receives their funding from only a few sources.

100% of our contributions came from: Bona Student Housing, Stacks, Inc. and KPK Properties.

One drawback of a Foundation compared to a Public Charity concerns Board of Directors compensation. A private foundation greatly limits Board compensation compared to a public charity. This limitation is not relevant to BonaGany, Inc. since our board of directors do not receive compensation for their services to BonaGany.

We would like to submit a new 1023 EZ application to change our 501 C(3) status to a Private Foundation. Our original submission was for a 501 C (3) Public Charity

Second that Motion, Drake Dettore seconds the motion

All were in favor of submitting a new 1023 EZ application to change our 501 C(3) status to a Private Foundation.

### **51 West Main Street Lease**

Tom Dettore discussed the BonaGany lease. Bona Student Housing has donated the first-floor space at 51 West Main Street to BonaGany, Inc.

During the August 18<sup>th</sup> meeting, The Advisory Board and Directors unanimously approved a 30-year lease for \$1.00 from Bona Student Housing to BonaGany for most of the 1<sup>st</sup> floor space of 51 West Main St.

The initial Five-Year term of this lease includes all utilities and BonaGany has the option to renew the lease every five years for an additional 25 years (thirty-year lease) for \$1.00

Currently other non-profits, when convenient may use the space at no charge.

**At issue:** The lease does not discuss renting the space to private for-profit businesses on a per diem basis. For Example: A private company may wish to use a portion of our space for business not related to BonaGany. For example: an estate planning workshop.

We briefly discussed this at our Dec. 8<sup>th</sup>, 2021, meeting and no one, at that time, disagreed with amending the lease. Cody Shimp thought it was a good idea, but we agreed to further discuss this subject during our next meeting.

We would like to hear any comments or concerns before adjusting our lease to allow for such an accommodation. Maybe \$50 per day plus a cleaning fee?

After discussion we agreed to vote on a \$50 per diem fee plus a separate \$100 cleaning/security deposit fee. The \$100 cleaning/security deposit will be refunded in full if premises are left in the same condition as found.

Second that Motion?

All in favor of adjusting our lease for the purpose of charging private for-profit groups a per diem rental fee of \$50 in addition to a \$100 cleaning/security deposit fee, for the use of our first-floor space? Please raise your hand and say aye if agreeable.

Unanimously voted for allowing BonaGany to sublease its first-floor space to for-profit businesses at a \$50 per diem rate and a \$100 cleaning/security deposit fee.

**All in favor of adjourning the meeting? Unanimously voted to adjourn the meeting at 5:27**

Minutes submitted by:  Print Name: Drake Dettore

Approved by:  Print Name: Thomas Dettore



## **Minutes**

### **Special Board of Directors and Advisory Board Meeting 12-6- 2021**

#### **MEETING DETAILS and AGENDA.**

**Location: 51 West Main Street, Allegany NY 14706 and ZOOM**

**Meeting Facilitator: Thomas Dettore**

**Secretary: Drake Dettore**

**Date: December 6<sup>th</sup> 2021 Time: 06:20 PM**

#### **ATTENDEES.**

##### **Advisory Board Members:**

Thomas Buttafarro "Director of Gov't & Community Relations

Noah Minton "Student Intern"

Cody Shimp "SGA Vice President" was unable to attend the meeting

##### **Directors:**

Thomas Dettore, Tim Peterson, Drake Dettore

##### **BonaGany Interns:**

Alex Farrance

Katie Goodwin

Meghan Hall

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#### **PREVIOUS MEETINGS MINUTES.**

The minutes for the previous meeting delivered electronically and approved

## **APPROVAL OF AGENDA.**

The agenda for this meeting was distributed electronically.

**Report #1:** Financial Statements (BonaGany.Com provides detailed reports)

Drake Dettore provided BonaGany's Financials through 9-30-21'

Details: M&T Management Account balance was \$23,114 on 9-30-21'

Detailed list of revenue and expenses thru 9-30-2021 on website

M&T Security Deposit Account balance was \$33,407 on 9-30-21'

Projected revenue and expenses for 2021

BonaGany Property Management Currently manages 79 bedrooms and is holding a \$400 security deposit for each of those 79 bedrooms.

78 of the 79 Students returned to school in August and all of our returning 78 Students have paid their Fall semester rent in full.

Currently BonaGany manages 85 bedrooms for the Fall 2022 semester, of which 79 leases and security deposits have been signed and paid. The remaining 6 bedrooms are comprised of two 3-bedroom apartments at 12 East Main Street. We are working with the 18 Students who have already signed a lease at 12 East main to find the right "fit" for the remaining openings.

Total Security Deposit deductions for reported damage during Fall 2021 is currently \$325. There is a missing door at a property which the tenants are attempting to locate. We are holding over \$30,000 in security deposits and have reported damage less than a \$1,000.

Two of our properties had noise violations during the fall semester. They both occurred the first weekend of school on Saturday August 28<sup>th</sup>. No subsequent violations were reported during the semester.

## **Year End "Housekeeping Items"**

- 1) After discussion the Advisory Board and Directors unanimously approved a \$250 community service award each semester. The award will be determined by the house or apartment with the most community service hours per tenant. For example: 20 total hours in a 4-person house would be 5 hours per tenant at that house.

### **THE WINNER FOR FALL SEMESTER 2021 "TREEHOUSE"**

All in Favor of BonaGany of purchasing a \$250. Gift Certificate to: The Burton or Firehouse? All Advisory Board and Directors were Unanimous in Favor

- 2) All in Favor of BonaGany donating \$500 to: The Enchanted Garden Club?  
All Advisory Board and Directors were Unanimously in Favor
- 3) All in Favor of BonaGany donating \$500 to: The Bridge "St. Bonaventure church"  
All Advisory Board and Directors were Unanimously in Favor
- 4) All in Favor of BonaGany donating \$500 to: The African American Cultural Center?  
All Advisory Board and Directors were Unanimously in Favor

Tom Buttafarro suggested that we create a press release detailing our donations and help provided to other community non-profits. We will reach out to Kate Segar, a retired reporter from the Olean Times for guidance. She may be able to mentor our Interns in the process.

## NEW BUSINESS

The purchase and mounting of Fire Extinguishers. The Village of Allegany does not require fire extinguishers, but we are requesting that each of our current properties be equipped with one. The expected cost \$1,050 (21 X \$50) Tim Peterson suggested purchasing extra to replenish ones which inadvertently get used and for other potential properties managed in the future.

All in favor of purchasing (a maximum of \$1,050) for fire extinguishers? All Advisory Board and Directors were Unanimously in Favor

One final issue which was overlooked during the zoom meeting but was voted on directly thereafter by all attendees. Should we provide a \$100 holiday gift check to Melody Meyers and Patti Putt (\$200 total)? These ladies are independent contractors that provided our bi-weekly house cleanings this semester. All Advisory Board and Directors present voted Unanimously in Favor.

## REPORTS.

### Report #2: 51 West Main Street Lease

Bona Student Housing has donated the first-floor space at 51 West Main street to BonaGany, Inc.

During the August 18<sup>th</sup> meeting, The Advisory Board and Directors unanimously approved a 30-year lease for \$1.00 from Bona Student Housing to BonaGany for the 1<sup>st</sup> floor of 51 West Main St.

The initial Five-Year term of this lease includes all utilities and BonaGany has the option to renew the lease every five years for an additional 25 years (thirty-year lease) for \$1.00

Currently other non-profits, when convenient may use the space at no charge.

At issue: The lease does not discuss renting the space to private for-profit businesses on a per diem basis. For Example: A private company may wish to use a portion of the space for business not related to BonaGany.

Should we consider adjusting the lease to allow such an accommodation. Maybe \$50 per day plus a cleaning fee? No one disagreed with amending the lease and Cody Shimp thought it was a good idea but we agreed to further discuss this subject during our next meeting.

### **Community Service projects (only 17 students were required by their lease to participate)**

Our weekly Main Street litter collection began on Sunday August 29<sup>th</sup> and continued each week throughout the semester, except for the fall break and Thanksgiving weekends

The Garden Club Scarecrow set-up occurred September 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup>.

The Village Shop fall window washing occurred Saturday October 9<sup>th</sup>

The Garden Club plant removal and bed clean-up occurred on Oct 23<sup>rd</sup>.

The African Cultural Center artifact relocation occurred in October on and December 4<sup>th</sup>.

The Bridges thrift shop "deep clean" is scheduled for Saturday January 29th.

**Report #3: Business Plan**

Details: Updated Business Plan dated June 8th is on our Website: BonaGany.com

We are planning on asking SBU permission to discuss working closer with Professor Kasperski from the business accounting department, for help with Intern recruitment. We have opportunities to expand the scope of BonaGany from Student housing into small business development, per our business plan. We will be asking for qualified paid internships to help move our mission forward.

**Report #4: Amended Bylaws**

The directors received an amended version of BonaGany, Inc's Bylaws prior to this Special meeting. One major change to BonaGany, Inc's Bylaws is the elimination of Articles concerning shares of stock. There are no shares of stock being issued nor dividends being paid by BonaGany, Inc.

The Directors unanimously approved the revised bylaws dated 12-6-2021

**ADJOURNMENT.**

The meeting ended at 6:55 PM.

Minutes submitted by  Print Name: Drake Dettore

Approved by:  Print Name: Thomas Dettore

**Meeting Minutes**  
**BonaGany Board Meeting 8-18-21'**

**MEETING DETAILS.**

Location: **51 West Main Street, Allegany NY 14706**

Meeting Facilitator: **Thomas Dettore**

Secretary: **Drake Dettore**

Date: **August 18<sup>th</sup> 2021** Time: **05:00 PM**

**ATTENDEES.**

Advisory Board Members:

Thomas Buttafarro "Director of Gov't & Community Relations"

Stephen Pockalny "Landlord"

Noah Minton "Student Intern"

Cody Shimp "SGA Vice President" was unable to attend the meeting

Frank Snyder "Allegany Superintendent of Public works" was unable to attend the meeting

Directors:

Thomas Dettore, Tim Peterson, Drake Dettore

Other Stakeholders of BonaGany and invited guests

Katly MacArthur "Enchanted Garden Club"

Tamara Hilmey

Alyssa Weaver "Feral Cat Program"

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**PREVIOUS MEETINGS MINUTES.**

The minutes for the previous meeting delivered, reviewed and approved

**APPROVAL OF AGENDA.**

The agenda for this meeting distributed and approved

**REPORTS.**

**Report #1: 51 West Main Street Lease**

Bona Student Housing is donating first floor space to BonaGany, Inc.

The initial Five-Year term of this lease includes all utilities and BonaGany has the option to renew the lease every five years for an additional 25 years (thirty-year lease) for \$1.00

All in favor of BonaGany signing proposed lease and paying \$1.00?

**Motion passed-**

**Unanimous approval by Advisory Board and Directors**

**Report #2: Financial Statements**

Noah Minton "Advisory Board Representative of BonaGany" and Drake Dettore

Details: July 31<sup>st</sup> M&T statement balance was \$1,136

Detailed list of revenue and expenses thru 8-5-2021

Projected revenue and expenses for 2021

**Report#3 Certificate of Inspection Reports**

All BonaGany properties have been granted their certificate of occupancy by

The Village of Allegany's code enforcement officer

**Report #4: Rental Lease Agreement**

Details: The 2022-2023 BonaGany Student/Tenant Lease agreement proposes a \$50 increase in security deposit. The rising cost of Private trash removal with Casella waste and increased cost of bi-weekly cleaning has prompted this increase. Where the current lease has a \$600 security deposit which \$200 is non-refundable the proposed lease would be \$650 with \$250 non-refundable.

All in favor of increasing BonaGany Lease security deposits by \$50 to now be \$650?

**Motion Passed.**

Advisory Board voted two for and one abstain (Tom Buttafarro abstained)

Directors unanimously approved

**Report#5: Community Service projects**

Our weekly Main Street litter collection will begin again on Sunday August 29<sup>th</sup> and continue Sundays throughout the semester.

The Garden Club plant removal and bed clean-up is scheduled for September 20<sup>th</sup> and 21<sup>st</sup>. The Garden Club Scarecrow set-up is scheduled for September 30<sup>th</sup>.

The Village Shop fall window washing is scheduled for Saturday October 16<sup>th</sup>.

The Bridges thrift shop “deep clean” is scheduled for Saturday October 30<sup>th</sup>.

**Report #6: Confidentiality Agreement**

Details: Confidentiality agreement which must be signed by all Student Interns and Landlords who wish to have access to Tenant information on The Buildium Property Mgt. software

**Report #7: Business Plan**

Details: Updated Business Plan dated June 8th

Details: The current property management agreement utilizes a tiered management fee schedule which reduces the property management fee for larger landlords. If these larger landlords do not participate, we are planning to change our tiered pricing to provide more incentives for smaller landlords.

**UNFINISHED BUSINESS.**

**Item #1: Purchase of 124 West Main Street Property by BSH**

Details: BSH intended to donate the storefront space of 124 West Main to BonaGany, which in turn could donate supportive services to SBU’s innovation entrepreneurial program. We may provide financial support to student run small business ventures, which move our mission statement forward. All funding must be approved by our advisory committee.

UFDATED 5-17-21'

The November 2020 signed purchase offer and (\$5,000) deposit may was not binding to the seller, since the signer has not been appointed as Executor. The expectation is earliest closing in mid-August 2021. Another issue: The 124 West Main Property has a residential housing variance for the rear of the property. This variance lapses if the rear apartment is unoccupied for 6 months. That date was June 1<sup>st</sup> 2021.

UPDATED 8-18-21'

The Executor has been appointed and ESH signed a new purchase offer dated 8-11-21' Since the variance for residential housing has lapsed, the new purchase offer is contingent on having the residential variance reinstated. This purchase offer is valid until October 30<sup>th</sup> 2021. We will be working with an architect to submit a proposal to the Village board for reinstatement

### NEW BUSINESS.

Item #1 Creation of the BonaGany Community Service Award. Asking for Advisory Boards thoughts on such a scholarship paid to an Individual or Group (house) each semester or year. Possibly \$500 total in total.

**After discussion the Advisory Board and Directors unanimously approved a \$250 community service award each semester. The award will be determined by the house or apartment with the most community service hours per tenant. For example: 20 total hours in a 4 person house would be 5 hours per tenant at that house.**

Item #2 Feral Cat Program/Study in the Village of Allegany

Emily Gustafson and Alyssa Weaver Initial Intern coordinators will discuss some of the attributes of such a program

### ADVISORY BOARD AND BOARD OF DIRECTORS EXPENSE APPROVAL VOTING

#### CURRENT EXPENSES

\$ ~700.00	10 "Large door" humane animal traps and supplies
\$1,760.20	150 T-shirts and Logo Design
\$ 460.41	51 West Main Front sign and interior banners
\$ 270.30	30 re-useable Yard signs for current and future Open Houses
\$1,970.00	Buildium Property management software and credit card charges 1/1/21' - 8/31/21'



**Anticipated Charges from August 15<sup>th</sup> – December 31<sup>st</sup> 2021**

\$5,500 Intern Stipends

\$1,125 Feral Cat program

\$ 750 Volunteer meals

\$ 314 Buildium 9/1/21' – 12/31/21' projected (\$169.60 monthly) Plus one Welcome and one Spring rent US postal service mailer (\$.35)

Motion to pay one time and anticipated expenses?

**Motion Passed.**

Advisory Board voted two for and one abstain (Tom Buttafarro abstained)

Directors unanimously approved

**OTHER ITEMS.**

**Item #1: Research Board of Director and Advisory Board Powers**

Details: Consider alternative Board structures which could limit the influence of the board of directors or any of our Stakeholders. BonaGany must strive to resolve issues between its stake holders in a fair and transparent manner in addition to limiting each stakeholder's influence over other stakeholder goals. Transferring more influence to the five member Advisory Board (comprised of the Stakeholders) should help unite us, on our common mission.

**Item #2: SGA to add a position or redefine a current position to include a BonaGany Representative**

Details: SGA is having their constitutional review fall of 2021. This process only takes place every 3- 4 years. We will ask the SGA to include language adopting a new position for a BonaGany Advisory Board Member or add language to a current position (ex. Secretary of the exterior) outlining Advisory Board responsibilities.

**ADJOURNMENT.**

The meeting ended at 6:15 PM.

Minutes submitted by:  Print Name: Drake Dettore

Approved by:  Print Name: Thomas Dettore

# Meeting Minutes for BonaGany Annual Meeting

## MEETING DETAILS.

Location: **51 West Main Street, Allegany NY 14706**

Meeting Facilitator: **Thomas Dettore**

Secretary: **Drake Dettore**

Date: **May 17 2021** Time: **04:00 PM**

## ATTENDEES.

Thomas Dettore, Tim Peterson, Drake Dettore

## PREVIOUS MEETINGS MINUTES.

The minutes for the previous meeting were reviewed and approved.

## APPROVAL OF AGENDA.

The agenda for this meeting was distributed and approved.

## REPORTS.

**Report #1:** Business Plan

Details: Updated Business Plan dated May, 10th

**Report #2:** 2020 Tax Returns

Details: Federal, NY State and Charitable Tax Returns

**Report #3:** Financial Statements

Details: 2020 and 2021 Bank Statements

**Report #4:** Property Management Agreement

Details: Current property management agreement which utilizes a tiered management fee schedule

**Report #5:** Rental Lease Agreement

Details: Current BonaGany Student/Tenant Lease agreement

**Report #6:** Confidentiality Agreement

Details: Confidentiality agreement which must be signed by all Student Interns and Landlords who wish to have access to Tenant information on The Buildium Property Mgt. software.

**Report #7: Independent Contractor Agreement**

Details: Agreement should be utilized with all independent contractors to clarify job description, duties and responsibilities.

**UNFINISHED BUSINESS.**

**Item #1: Purchase of 124 West Main Street Property by BSH**

Details: BSH intended to donate the storefront space to BonaGany, which in turn could donate supportive services to SBU's innovative entrepreneurial program. We may provide financial support to student run small business ventures, which move our mission statement forward. All funding must be approved by our advisory committee.

**UPDATE**

The November 2020 signed purchase offer and (\$5,000) deposit may not be binding to the seller, since the signer has not been appointed as Executor. The expectation is earliest closing in mid August 2021. Another issue: The 124 West Main Property has residential housing variance for residential for the rear of the property. This variance lapses if the rear apartment is unoccupied for 12 months. That date is October 1st 2021.

**NEW BUSINESS.**

**Item #1: Creation of BonaGany's initial Advisory Board**

Details: Election of Advisory Board Members "All Unanimously elected 3-0"

Thomas Buttafarro "Director of Gov't & Community Relations

Frank Snyder "Allegany Superintendent of Public works" Stephen Pockalny "Landlord"

Noah Minton "Student Intern"

Cody Shimp "SGA Vice President"

**OTHER ITEMS.**

**Item #1: Research Board of Director and Advisory Board Powers**

Details: Consider alternative Board structures which could limit the influence of the board of directors. BonaGany must strive to resolve issues between its stake holders in a fair and transparent manner. Transferring more influence to the five member Advisory Board (comprised of the Stakeholders) should help unite us, on our common mission.

**Item #2: SGA to add a position or redefine a current position to include a BonaGany Representative**

Details: SGA is having their constitutional review fall of 2021. This process only takes place every 4 years. We will ask the SGA to include language adopting a new position for a BonaGany Advisory Board Member or add language to a current position (ex. Secretary of the exterior) outlining Advisory Board responsibilities.

**ADJOURNMENT.**

The meeting ended at 05:30 PM.

Minutes submitted by:  Print Name: Drake Dettore

Approved by:  Print Name: Thomas Dettore

**BonaGany, Inc**  
**Minutes of the Annual Meeting of the Directors**  
**October 23, 2020**  
**7:00 PM**

**Location of Meeting:**

Rafi's  
Wayne Street  
Olean, New York 14760

**Present at Meeting:** Thomas Dettore, Timothy Peterson, Drake Dettore

The regular meeting of the Directors of BonaGany, Inc was called to order at 7:00 PM on October 23, 2020 at Rafi's by Thomas Dettore.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Corporate Bylaws  
Thomas Dettore  
Introduce Bylaws
2. Financial Statements  
Thomas Dettore  
Review current Financial Statement from M&T Bank.
3. Business Plan  
Thomas Dettore  
BonaGany, Inc plans to increase Landlord participation in its Property Management services by rewarding "Large" Landlords with Volume Pricing. Property Management fees will range from a high of 12% to a low of 5% depending on the number of bedrooms a landlord has available for rent. Large Landlords have the most to lose with any adverse SBU off campus housing policies but will pay a smaller percent fee for Property management services compared to "Smaller" Landlords.
4. BonaGany, Inc. Physical Location  
Thomas Dettore  
Potential Purchase of a West Main Street, Allegany, NY office by Bona Student Housing. Bona Student Housing may purchase a property and donate office space to BonaGany, Inc.

#### **IV. Consideration of New Business**

1. **Community Service**

Thomas Dettore

Community Service Project on October 24th 2020. Complete Landscaping project at the old "West End Diner" location, then collect trash on Main Street and possibly clean Main Street shop windows.

#### **V. Agenda and Time of Next Meeting**

The next meeting will be held at 7:00 PM on May 17, 2021 at:

Rafi's

Wayne Street

Olean, New York 14760

The agenda for the next meeting is as follows:

Have Landlord Property Management acquisition proposal completed.

The meeting was adjourned at 8:30 PM by Thomas Dettore.

Minutes submitted by: Thomas Dettore

Minutes approved by: Drake Dettore

**MINUTES OF FIRST MEETING OF THE BOARD OF DIRECTORS**  
**OF**

BonaGany, Inc.

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The first meeting of the board of directors named in the articles of incorporation or initial resolutions of the incorporator of the above named corporation was held on: September 22, 2020  
at Allegany NY

Present was:

<u>Thomas Dettore</u>	<u>291 Crane Road Shavertown, PA 18708</u>
Name	Address
<u>Timothy Peterson</u>	<u>1579 Four Mile Road, Allegany, NY 14706</u>
Name	Address
<u>Drake Dettore</u>	<u>291 Crane Road Shavertown, PA 18708</u>
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address
_____	_____
Name	Address

Thomas Dettore was requested to be the temporary Chairman of the meeting.

Drake Dettore was requested to be the temporary Secretary of the meeting.

1. The meeting was called to order. It was determined that a quorum was present either in person or by proxy, and the meeting could conduct business.

The following directors were present:

Names of directors:

Thomas Dettore  
Timothy Peterson  
Drake Dettore  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following directors by proxy

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



9. Upon motion duly made, seconded and unanimously carried, it was resolved that the officers of this corporation were authorized and directed to open a bank account at M&T Bank \_\_\_\_\_ bank, at the Shavertown, PA \_\_\_\_\_ branch, and to deposit all funds of the corporation into this account, including the proceeds from issuing shares to shareholders.

10. The following persons or entities were issued common shares. The numbers of share(s), name(s) of shareholder, and property or money given to the corporation in exchange for share(s) of the corporation are set forth:

Shareholder Name:	Money or Property	Shares
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Upon motion duly made, seconded and unanimously carried, it was resolved that the joint and individual acts of the incorporator(s) listed on the articles of incorporation or certificate of incorporation, were taken on behalf of the corporation, are approved, ratified, and adopted as acts of the corporation.

12. The following other business was transacted:

The following payments are to be made once an initial deposit of \$4,500 is made to BonaGany, Inc by Bona Student Housing.

\$500. Donation to the Allegany Garden Club

\$200. Payment to The Burton restaurant for Community Service Volunteers lunch

\$443. Payments made to our four Student Interns

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There was no further business, and upon motion made, seconded, and unanimously carried, it was RESOLVED, that all the items and documents have been examined by all directors, and are approved and adopted, and that all actions taken thus far have been ratified and approved by the directors of the Corporation.

There being no further business, upon motion made and carried, the meeting was adjourned.

Dated: 9/22/2020

Secretary Drake Dettore  
Signature

**Drake Dettore**  
Printed Name

Witness: Timothy Peterson  
Signature

**Timothy Peterson**  
Printed Name

Thomas Dettore  
Signature

**Thomas Dettore**  
Printed Name

\_\_\_\_\_  
Signature

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Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name