



Washington Neighborhood Center Frequently Asked Questions

1) I know someone who wants to **donate money** to the WNC, what should I do?

A: Thank them; encourage them to donate at least a portion of it to the General Fund (to help pay daily operating costs). The donation should then go to the Treasurer for deposit along with a **fundraising/donation form**. The Treasurer can then sign a “**Thanks for Donation**” letter that has our tax id # so that the donor can get a deduction.

2) I know someone who wants to **have an event at the WNC** for the community. It may or may not generate donations for the WNC but it benefits the WNC in some way. What should they do?

A. The **event application** form needs to be filled out by the event contact person and given to the Ops committee who will then work with them to schedule the event.

3) I know someone who wants to **start a program at the WNC** for the community. It may or may not generate donations for the WNC but it benefits the WNC in some way. What should they do?

A. The **program application** form needs to be filled out by the contact person and given to the Ops committee who will then work with them to schedule the program.

4) I know someone who wants to **rent all or part of the WNC** for their own event or program, what should they do?

A: The **license and use agreement** needs to be filled out by the potential renter and given to the Ops committee who will then work with them to schedule the event.

5) I know someone who wants to **volunteer at the WNC**, what should they do?

A: The **volunteer application** needs to be filled out by the potential volunteer and given to the Ops committee who will then work with them to schedule their hours.

6) When are the **regular Board Meetings**?

A: Once **every quarter** on the second Monday of the month. The Board Meeting months are June (annual meeting where Officer Elections take place), September, December, and March.

7) When are the **committee meetings**?

A: Committee meetings happen **monthly** except during Board meeting months. The Committee Meeting months are July, August, October, November, January, February, April, and May. Committee meetings are scheduled by the Committee Chair.

8) Do Board Members have to attend all meetings?

A: **Yes!** You are only allowed to miss one Board Meeting per fiscal year and two Committee Meetings per fiscal year without the potential of losing your position on the Board (WNC bylaws article VII). And every Board Member **MUST** be on at least one committee.

9) I have a **concern** about some aspect of the direction of the WNC, who should I talk to?

A: Contact one of the Officers (President, Vice President, Treasurer, or Secretary) and ask them to share the concern at the next **Executive Committee** Meeting.

10) I have noticed a **safety concern or problem with the WNC facilities**, who should I notify?

A: Notify the **Logistics Chair** as soon as possible. He or she will follow up on the problem.