

Pauline Elizabeth Hopkins Society  
Annual Meeting Minutes  
American Literature Association Conference  
San Francisco, California  
May 25, 2012

The annual meeting of the Pauline Elizabeth Hopkins Society was held on Friday, May 25, 2012. The meeting was called to order by the President, John Gruesser, at 12:47 p.m. [N.B. John has decided to step down as President after the ALA 2012 conference. Dorri Beam has agreed to serve as President and finish his term in accordance with the Society's bylaws.]

The minutes of the May 27, 2011, meeting, which were previously distributed, were approved as corrected.

The election for the office of Treasurer was held. Jill Bergman, who ran unopposed, was elected to a three year term (2012-2015).

Alisha Knight read the Co-Webmaster's report submitted by Mary Frances Jimenez. Jill Bergman asked about Eric Gardner's suggestions for an online payment process. Since there was no mention of this in the report, Alisha agreed to ask Mary Frances to follow up with Eric to coordinate this process. She also agreed to find out if new members are automatically added to listserv.

April Logan read the Membership Officer's report submitted by Eric Gardner. There were no questions.

[N.B. Since the Monument Committee's report was received after the meeting, it has been appended to these minutes.]

The Treasurer, Jill Bergman, reported that \$2,230 in membership dues has been received to date. The Society has not received any donations. John noted that we were co-sponsoring the Harryette Mullen poetry reading and that going forward, the Society should make financial contributions toward such events.

John reported that the prospectus and second issue of *New Era Magazine* is available on the Society's website. Emory University has agreed to allow the Society scan the first issue of the magazine free of charge. John noted that his long range hope is that the Society can make an electronic version of the *Colored American Magazine* available, but this would require additional funding.

The Society discussed the vacant positions (Program Chair and Vice President) and considered whether or not to stagger the terms, but ultimately decided not to do so. John noted that Colleen O'Brien is willing to serve as Program Chair. Cherene Sherrard-Johnson volunteered to serve as interim Vice President. In preparation for the 2013 elections, Dorri agreed to contact Colleen and ask her to serve on the Nominations Committee with April Logan.

There was some discussion about making the membership list available to candidates who might need endorsements. The Society decided that the Nominations Committee would facilitate the endorsement process by publicizing the names of the candidates intending to run for office and instructing them to contact the Membership Officer directly for the membership list.

The Society deliberated whether or not to lower the membership dues as per Eric Gardner's suggestion. After some discussion, the members voted (6 to 2) to recommend that the Executive Committee lower the membership dues.

In other business, Dorri moved that the Society (via the Program Committee) become affiliated with the Society for the Study of American Women Writers (SSAWW). This motion was unanimously adopted.

Rhone Fraser suggested that the Society consider implementing special programs for the Boston ALA conference.

The meeting adjourned at 1:57 p.m.

*Alisha Knight, Secretary*

DRAFT

## Memorandum

TO: The Pauline Hopkins Society  
FROM: Non-Profit Status and Memorial Committee (Nicole Aljoe-chair, Lois Brown, and Debra Goodman)  
DATE: 05.25.2012

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### Tax-Exempt/Non-Profit Status

- As an educational organization with yearly revenue below \$5000 we are automatically, but unofficially (in that we lack an official letter from the IRS designating us as having 501(c)(3) status) a non-profit entity.
- We also unofficially have nonprofit status as affiliates of the ALA, which is a 501(c)(3) organization.
- I also should note that many "charitable" and "educational" organizations whose yearly revenues are below \$5000 operate without officially applying for either state non-profit or Federal Tax-exempt status.

#### **If we want to pursue more official status in order to apply for grants or to fundraise for a Hopkins Memorial**

**Process:** According to the IRS.gov website: "Nonprofit is a state law concept. Nonprofit status may make an organization eligible for certain benefits, such as state sales, property and income tax exemptions. Although most federal tax-exempt organizations are nonprofit organizations, organizing as a nonprofit organization at the state level does not automatically grant the organization exemption from federal income tax. To qualify as exempt from federal income tax, an organization must meet requirements set forth in the Internal Revenue Code." I add the detail because it is possible to apply for non-profit status from a particular state. As the definition alerts us, this does not automatically translate into Federal Tax-exempt status.

#### **State Non-Profit Status**

Most states require you to apply for Federal Tax-exempt status when you apply to the state for non-profit status. Most states also require a user fee of \$35-125. The application process depends on the state but we have most of the elements in place.

**Federal Tax-Exempt Organization Status:** We have most of the elements in place already to apply for Federal Tax-exempt status (Mission statement, board, bylaws). We would need to also apply for a federal Employment Identification Number (EIN). The IRS application form (1023) is relatively straight forward, though we might want to consult an attorney. There is an application/user fee of \$400 that needs to be submitted along with the initial application. We would not have to file any IRS forms after being designated a non-profit unless our yearly receipts rose above \$5,000.00

#### **Positive outcomes of applying for non-profit status:**

- Can apply for grants from foundations and corporations
- Reduced postal rates
- Donations to the society will be tax deductible

#### **Problematic outcomes of applying for non-profit status**

- One-time Fee = \$400
- Having to file IRS forms on initial application and every year if budget is +\$5000.
- Donors would not be able to take the charitable donations tax deduction
- Cannot apply for grants from foundations and corporations

## Memorial

### **The Northeast Office of the National Trust for Historic Preservation**

*The Northeast Office of the National Trust for Historic Preservation* is partnering with the *1772 Foundation* to provide up to \$350,000 in construction grant funding for historic sites in the Northeast region that have a primary association with African American history. With this message, we want to ask your assistance in promoting this exciting grant program and provide a schedule of key dates and deadlines.

The funding opportunity is open to 501(c)3 nonprofit organizations located in the states from Maine to Delaware that are working to preserve an African American historic site/s. Eligible applicants should submit a Letter of Inquiry (LOI) through the 1772 Foundation's website <[www.1772foundation.org](http://www.1772foundation.org)> . Inquiries are usually accepted from September until early April, with selected organizations invited to submit full applications in late June.

#### **Key points:**

- 1) The Hopkins Society would need to become a non-profit organization;
- 2) In the letter we would need to describe our organization in detail--what we do, why we were formed, what our goals are, etc.;
- 4) We would need to be extremely specific about whatever it is we are putting in a request for.
- 5) Projects designed to rehabilitate extant structures in need of repair are more likely to receive funding than requests for monuments or other kinds of memorials, thus a request for funding to restore someplace that Hopkins lived, worked, or performed might be more likely to be successful than a statue, plaque, descriptive paneling, etc.;
- 6) Mary Frances suggested partnering with the *Boston African American History Museum*, unfortunately, in order to submit an application to the 1772 foundation, all organizations need official 501(c)(3) status.