

Avivará Board Meeting (David's house)
May 4, 2008

Members present: David Austin, Mary and Ron Seymour, Teresa Woodward, and Tom Friedman

I. Review of corporation activities:

1. Reviewed letter from Anne and Gary dated May 2, 2008 and the information of the 4 students they have identified as needing grant money to support their education.
2. Trip to Alaska to University of Alaska successful. First set of students scheduled to go to Guatemala in January 2009 instead of Fall 2008.
3. A draft of a contract between University of Alaska and Avivará has been drawn up. It is redundant, contradictory, and non-binding. Ron has revised and will provide suggestions. One thing not included in contract is student liability. He will recommend that the university provide liability insurance for the students.
4. Groundwork in Guatemala moving ahead
5. North American tasks to complete:
 - 1023 form for US Non-profit status – Ron will complete all paperwork and David will review it with him.
 - Before the end of May, Ron and David will file the form and pay \$750.00 application fee.
 - Once tax exempt status is approved provisionally (even before final approval) we can start to accept donations and deposit in bank so it is accessible to those in Guatemala
6. Ron completed paperwork for Anne and Gary so that they can become Resident Aliens in Guatemala. The paperwork is about to go thru. Paperwork that was required: proof of non-criminal record, proof of marriage, proof that they have monthly assets of \$1,000.00 per month.

II. Review of 2008 Finances:

1. Tom sent out an email including the Quarterly Income Statements and the Quarterly Financial Report to Board members 4/28/8. These were discussed at this meeting

Highlights:

- University to reimburse Guatemalan group's travel to Alaska expenses.
- Gary and Anne purchased a computer to replace the semi-functioning old one
- Rent 1,200 (400/month)
- Gary and Anne loan to corporation of 10,000
- Mary and Ron make monthly donation of 400.00 for rent.
- Projected expenses for salaries: 2 teachers and administrative (Gary, Anne, and Gustavo) is 31,161. Anne and Gary feel strongly that Gustavo be fairly compensated.

2. David has Bank account # , PIN #, and tax ID #. He will share this with Tom today. Two cards: David and Tom will use these to make deposits. The \$50.00 fee to open account was shared equally between David and Tom.

3. Hope is that budget will look better next year. Currently start- up costs is greater than the income.

4. Motion to approve budget put forth by David Austin and seconded by two other board members.

III. Discussion of role, purpose, and activities of Board

- Role of board is to provide advice regarding finances, not to manage the monies. If the board has concerns about the budget, they will express it.
- Board allows Avivará to exist and to do the work they perceive as their mission

- Board provides the base of support to be non-profit and to have an affiliation with the University of Alaska
- Board keeps the books/finances in order
- Board's primary role is fundraising to encourage financial support for the association

IV Discussion of fund raising – goals, methods, time line

As board members what speaks best to contributors is Board members who are committed to their organization. We all know Anne and Gary and support their work and vision. We have all been to Guatemala. All except Teresa have been to Anne and Gary's and seen them in some of the schools they aim to support. David has met two of the students Anne and Gary have identified for grants.

- **Goals for rest of 2008**
 1. Gary and Anne's survey identified 35 respondents who stated they would commit money to Avivará. The total expected donation is of 20,000/year based on responses. The goal for this year is to begin to collect this money so the organization can begin to disperse the money to needy students and to fund the cost of running the organization.
- **Methods**
 1. Pictures: take pictures for brochures, email letter, etc that depict the student's reality and the conditions they live in. Suggestions: pictures of school buildings inside and out, classroom pictures with students and furniture (or lack of), kids in fields working, women/children doing laundry at the local "pila", village houses from outside, kids and families working at market.
 2. Board decided best to be proactive and have materials ready. Have email and or letter ready to sent out to potential donors. Follow up email contacts with letters and later with phone call. Mary states that all three of these methods got her attention and got her to donate to a cause.

3. We should use the 35 people response list as our initial contact list.
4. Once we make contact and elicit contribution, we should send out quarterly update email and pictures.
5. We agreed that it would be best if Gary and Anne put together the quarterly email to send out. Board to review and provide feedback before it is sent out
6. Initial letter/email and quarterly update should include Anne and Gary's names, as well as Board names for contacts. It should include David's address for US address
7. Follow up once donation received should be in form of letter, and a thank you note from the student funded. The thank you letter should include information needed for tax purposes.

To Do Items before next meeting:

1. Obtain list of 35 from Anne and Gary – email addresses, and addresses and phone numbers if they have those.
2. Anne and Gary to draft letter (of initial letter to be sent out by email to request donation and educate on Avivará's mission and goals). Anne and Gary to provide pictures as well. Board will review draft
3. Find replacement for Tom Miller – Board thought someone from St. Anthony's might be a good choice. Maybe Gary could recommend someone and make a contact
4. Think of fundraiser to have in the fall before Catherine leaves in October. Include Guatemalan foods and slide show. Invite those on the list of 35 and encourage each to bring a friend to expand the number of potential donors. Teresa to explore using Villa as a venue for the fundraiser. Other board members to think of other possible locations to hold a fundraiser
5. Ron to explore Board of Director's Insurance to protect Board Members from liabil

Next meeting planned for June 13, 7pm at Tom Friedman's