

Avivará Board Meeting
11/22/08
3rd Quarter

Present: Teresa Woodward, Tom Friedman, and David Austin
Teleconference: Mary Austin

Agenda items to be discussed. List presented by David Austin.

1. Review of 3rd Quarter Report
2. Review of finances and University of Alaska reimbursement
3. Discuss what % of donation should go to Avivará administrative costs.
4. Review Memorandum of Understanding between Avivará and St. Monica School.
5. Update on 5013C status
6. Composition of Board issues
7. Annual Meeting required by laws – discuss date
8. New business

Discussion:

1. Review of 3rd Quarter Report and Gary's email of 11/8 with answers to David's questions about the finances:
 - a. The format of the financial report is difficult to follow. Tom will talk to Gary about how information is laid out on Financial Statement. Is there a better way to present the information so that it is easier to follow? Follow up on this at Annual Meeting
 - b. Tom sent an email to Gary with a request to clarify a few items on the Financial Statement last night (11/21). We will review Gary's responses at the annual meeting.
2. We reviewed the information regarding the University of Alaska reimbursement from Gary's email on 11/8/08. It summarized Avivará's total reported expenses as well as the documented unreported expenses toward the project. It itemized the amount reimbursed by U of Alaska and detailed the unreported documented expenses paid for by Gary and Ann. out of pocket.
3. Gary's answer #4 relates to absolute minimum needed to keep Avivará in operation.
 - Question to Gary: what are "required administrative expenses"?
 - The hope is to continue to distribute to students and maintain programs
 - Our goal as a Board is to keep 25% or less of donations to administrative costs. This should be the maximum % of donations that should go to administrative costs We need to put that into policy. Other boards do that. Major donors will want to know

what % of donations goes to administrative costs. Usually the less the percentage, the better it looks to donors. We need to write a policy and then vote on it. It can be just a paragraph long.

- Discussion ensued about whether Gustavo's salary is really an administrative cost or can part of his salary be a program cost. This might help with accounting and our goal of keeping administrative costs below 25%. This is a question for Gary and Ann.
- David to ask Gary this question (above). We need clarification of Gustavo's responsibilities.

4. We commend the Memorandum of Understanding between Avivará and St. Monica School as a model for future relationships between Avivará and other schools.

- There are no concerns regarding Avivará's affiliation with a Catholic school
- We might want to consider connections to Evangelical Christian Schools. We might want to look at a board member to represent this group. It may provide a good fundraising relationship.
- Future policy writing may be related to education mission and contributions from religious organizations: that distributions would be made independent of religious organization.

5. Status of 5013C

- David will fax the one missing document this Monday
- David hopes for designation by early December
- Tom brought up the "King County Combined Charities Booklet". It is used at his office. Once we have the designation, Avivará can be included as a non-profit organization in this book. This will allow for donations thru payroll deduction.

6. Board composition:

- David will be stepping down as President of the Board due to his familial relationship with Gary and Anne
- We realize that as board members we are responsible for maintaining the board
- We all feel Gary's letter with Article Excerpts regarding board selection was excellent and will be a good tool as we come up with a plan of action.
- We are excited that Gary and Ann have 16 people they are considering
- Questions and discussion that arose from our discussion today:
 - Do we want to open up the board position to the world and allow people to apply? They might not have affiliations to Gary and Ann, but might have the desire and the expertise we are looking for.

- We should all look at the information over the next few weeks and think about how many board members would be good to have. We now have 4, would an odd number be better?
 - Would a bigger board be better for fundraising?
 - We need members who are comfortable with fundraising
 - We need someone with good organizational skills
 - We should add to the board over the next few months
 - We need to put together a proposal for recruiting
 - The president should have a knowledge of the history of the organization
 - Would someone from St. Anthony's be good? Someone with interest and affiliation with school.
 - We could also consider having a fundraising committee
 - We don't have fundraising expertise; we need to recruit a board member with that expertise and interest.
 - A board member with a passion for international education would be a plus, is there someone from Tara Bryne's program at Seattle Univ that might be interested?
 - It would be a good idea to put together an orientation packet for the new board member.
- Board history:
 - By laws state 3/5 of board=1 year term, 2/5 = 2 year terms
 - 1 year term= David Austin, who is resigning
 - Tom will continue as Treasurer
 - Teresa will stay on as Secretary
 - David to stay on until we get a board member to replace him.

7. Annual Meeting required by by laws. Will take place 12/16 at David's house.

8. The website looks great. Gary has done a great job.

- It would be nice if it could be a pop up on Google for people who are looking for programs in Central America

Follow ups:

1. David to summarize document regarding board interview in email to us
2. Discuss board recruiting at annual meeting
3. Vote on 3rd Quarter Report once questions are ironed out, probably at annual meeting.

Mary – gone after Dec. 26

Tom gone 22 and 23

Teresa gone after 25

Plan to have board meeting between the 15th and the 22 in the evening.

4. Ask Gary and Ann who of the 16 would be good for fundraising.