

Avivará Annual Board Meeting 12/16/08

Present: David Austin, Tom Friedman, and Teresa Woodward

By teleconference: Mary Seymour

Agenda

Old business:

1. Minutes of November 22nd meeting:

Approved unanimously after brief discussion.

2. 3rd Quarter Financial Statement:

Further clarification needed on statement. Tom will contact Gary and discuss his questions with him.

We appreciate Ann's explanation in her email as to why the statement was formatted as it was.

3. Administrative costs:

The board believes that Avivará should maintain its administrative expenses below 25% of donated funds.

4. Projected 2009 Budget:

We noted Gustavo's salary now comes from the programs he works in rather than coming off administrative costs. The breakdown on the 2009 Projected Budget shows:

- 50% from School Improvement Program
- 15 % from the Scholarship Program
- 35% from After School Learning Centers

We like the new format of the budget. It is easier to read. We understand that the 2008 budget was complicated for reasons previously discussed. We wonder if this format can also be used on the quarterly reports?

New Business:

1. Format of financial report:

Can they be set up as 2009 Projected Budget?

2. IRS non-profit status update:

David has been in contact with IRS.

There have been delays in approving the 1023 Form because the specifications are not clear. David has been in phone contact with an IRS agent who is willing to consider Avivará's form complete. The next step is for a reviewer to look at it and approve it. This process should tentatively be completed by Thursday of this week. David is hoping that the reviewer will agree to send a letter saying Avivará has been granted its non-profit status at that time.

3. Money transfers to Guatemala:

Tom's first transfer of \$1,000.00 was successful.

He then transferred \$10,000.00. This sum was held up in Guatemala because a letter needed to be drafted and signed by both Gary and Tom to prove that the money was for legal business in Guatemala. Once this was done, the money transfer was complete. Now that this letter is on file, there should not be problems in future transfers of money greater than \$10,000.00.

There is currently \$3,000.00 in Avivará's US Bank account.

4. Google popup:

Cost is \$35.00 per month. Great idea for Avivará to gain more visibility. Our thought is that the pop-ups would appear when someone is doing a search on Central America in general, or on educational non-profit organizations in Central America.

We suggest checking to see what is minimum duration of ad? Could we run a pop-up for 6 months and not a year?

Gary will contact and ask Ann to check into minimal duration and details.

5. McKinstry Engineering

This might be another contact for Gary to pursue. Tom will provide Gary with information on what they do and about how Avivará might benefit from an affiliation with them.

6. Form 990:

This is an income statement for the year. Gary will need to file this and may need to be signed by Tom or David. Need to clarify who needs to sign.

7. Board composition:

We reviewed the list of candidates from Ann's email.

We agree that it would be helpful for Ann/Gary to contact 2 or 3 candidates they feel would have the fundraising skills, energy and time to devote to set up fundraising events, as well as the desire to be a member of the board.

Once Ann or Gary has made the initial contacts, providing us with rank order list and background information on the candidates would be helpful. David would then make follow-up phone calls to these candidates to discuss their interest in being a board member and gather more information for the board.

David has agreed to call Ann and Gary to discuss this on the phone.

Tom reports that Tara Bryne said people in her group are involved in non-profits and might be interested in participating in board activities. Tom has agreed to follow up on this with Tara.

David has friend in Mexico who deals with non-profits and might know someone who might be interested in participating on our board. David will contact his friend for more information.

8. Ann's fundraising trip:

Ann is planning to come in late February into early March.

She wants to give as many presentations as possible. We feel schools and churches are probably still the best connections. We suggest contacting Bishop Blanchette High school.

It is the consensus of the board that if budget allows, Gustavo's being present is advantageous and is highly recommended.

May want to start scheduling trip and airfare while fares are down

We would like to know what the board could do in advance to help minimize cost (cell phone, lodgings, etc).

9. Letters from St. Anthony's school:

Tom shared a letter from the principal stating that they are sending Avivará a check for \$750.00. Five hundred of it is the first half of a 1,000 donation they have raised from sales of their coffee cart. Two hundred and fifty of it is a donation from an 8th grade student. This student has signed over the \$250.00 scholarship she was awarded and sent a touching letter to Avivará.

We feel this information should go on website, is there a way to include these stories?

10. Thank you

David thanks the board members for their time, energy, and commitment to get Avivará off the ground and running this year.

The board thanks Ann, Gary, and Gustavo for working hard and staying committed to the mission they all believe in. Their efforts are commendable and will change lives. This is impressive.

11. Next meeting

Mary will be in town the last week in February into the first weekend in March. We will plan a meeting at that time. David will email date and time.

It would be a good idea to have the prospective board members present at that time.

Minutes respectfully submitted by Teresa Woodward