

Avivará Board Meeting
May 9, 2009

Present: Tom Friedman, David Austin, Teresa Woodward, and Veronica Cruz (on phone)

AGENDA

1. Welcome Veronica Cruz to Board

2. Review of minutes from March 2009 meeting

Gary is working on pop ups on Internet solutions NOT Google. I will make the corrections on the minutes

Gary: Associate Director-Finance and Communications? Should title be Executive Director?

Anne: Associate Director

Gustavo: Program Director

These need to be reviewed and commented on by Gary and Ann.

- Except for titles above, minutes from March meeting approved.

3. Review and formal approval of decision to add “US Educational Expense category”

This shows that Ann, Gary, and Gustavo are involved with education in the US and reflects the expenses associated with this.

- Approved by board and board suggest reviewing this at year-end again.

4. Review of 1st Quarter Financial statement and Treasurer report

- Dated April 19th
- Gary and David communicated about these April 23

- David to forward this communication to Board members after this meeting.
- Tom and Gary also communicated about minutes
- Page 6 of 7: “Summary by expense type”, this was new addition and shows how total was allocated. This was an excellent addition (putting monies into each category makes it helpful to see how monies are spent)
- Veronica thinks the report is well prepared. She also communicated individually with Gary.
- In summary this Statement and report was clear, easy to read and thorough/detailed. It is an improvement over previous statements. Excellent work. The board commends Gary on his ongoing work on this document.
- Treasurers report:
 1. Monies sent to Guatemala, \$7,500.00
 2. Money from fundraiser in spring covers projected expenses for year, it was very successful.
 3. Current balance: \$15,155.56 in Bank of America
 4. Balance in Guatemala bank: about \$433 in savings; Tom cannot access the checking balance today but will report that at the end of the next board meeting.
 5. International transaction fee is 45.00 per event (for wiring money)

5. Discussion of Brillo de Sol proposal

Ann called this am with updates:

- The school is in San Pedro, town where Ann and Gary live
- Kids with learning and physical disabilities and behind in school are enrolled in this school.
- No schools in Guatemala to support these types of students.
- New information this am:
 - Donors in US in would be able to earmark donations to school but not to particular student.
 - Ann and Gustavo make decision on if distribution is to be made. Money falls under Scholarship Program and after donation to Avivará is made, Ann and Gustavo still make

the decision for the distribution for a student in that school. Distribution would be 90% of donation.

- There would have to be a mechanism on the website for donor to select Brillo del sol as a school to support for donations made to Avivará. Donor cards now allow you to choose school you want distribution to go to. Will have to investigate how to work it on Paypal
 - Brillo del sol should be treated the same as all schools Avivará helps. Tracking and monitoring should be the same as all other schools they currently supports.
 - What happens if funding stops in a year? Similar case for school in Trinidad. Teaching staff has totally changed in last month. Ann and Gustavo do not have confidence in staff and are thinking up pulling out funding.
 - The Board feels as though the degree of oversight of Brillo del Sol should be comparable to the other schools Avivará is associated with .
 - Need to review Gary's email from May 8th that all board members did not get but Veronica discussed today. She will forward this to all today for review.
 - We question the wording on the email 5/8: It seems that the reason to include Brillo del Sol in with Avivará is to avoid the \$45 wire transfer fee for Brillo del Sol. We prefer to see Gary and Ann supporting the school because they have a passion for the program as they do for others they support.
 - We would like guidelines for monitoring.
- Board would like to know if the interpretations made above are true. Gary and Ann please let us know. This is how we interpreted the information and how we would like to advise the program work.

6. Veronica – Los Angeles area activities

Donations coming in from area! Great work.

Veronica summary:

- Called for permit for September 15th celebration in LA. Cost for booth is 500 to 1000\$. The fee may be lower due to Avivará's tax-exempt status. Needs certificate to show that.

David will email that to her along with letter from IRS will be sent as well. David suggested we pay for booth from Avavará monies if there is a discount for tax-exempt status. David and Veronica to discuss this once she has the information.

- Veronica has sent letter to list of family and friends who she thinks might be able to provide support.
- We need mechanism for feedback to Veronica for donations coming from California. That way she can provide thank you'd in a personal manner. Can that be done? Tom to look into that. Issue is not compromising confidentiality.

7. Formal change of Corporate Registered Agent to Tom:

Transfer Agent status from David to Tom. Will need to change to Tom's address.

- The board approved this in this meeting.

8. Other business

- In talking to Ann this am, David was informed that Ann and Gustavo have started to in-service teachers. They did this for the teachers of Pacul. Gave lots of hands on experiences and sent home with supplies. Experiences included fine arts activities and teaching techniques. They will do this for a school in another town soon. They expect this will impact many students. The board whole-heartedly supports this effort by Ann and Gustavo. Training of teachers will impact many students and is a great way to impact education in Guatemala.

The board would like to make sure that new programs stay within the mission of the organization. This program certainly looks like it does.

- Ann aware of gap of how North American and Latin Americans think. We as a board will be sensitive to differences.
- In Quarterly financial report, Gary noted that in the breakdown that we are top heavy with large donations. Base is not broad

enough. We need to balance the contributions from Pinguinos and Angelitos. The board would like to see an expansion in those groups and sees it as a goal for the next year.

- Tom applied to include Avivara in the King County Combined Charities Program booklet. It provides the opportunity for employees to make donations using payroll deductions. Tom expects to hear soon whether Avavará will be included for the 2010 program. Thank you Tom.
- David expressed thank you to Teresa and Tom for supporting fundraising event in March. It was a succesful event. Teresa and Tom thank David, Ann, Gustavo and Katherine for their help as well.
- Gary working on “pop-ups” on Internet for exposure.
- Can we send Veronica pamphlets and brochures for advertising? To check with Gary and Ann about printing business cards. Perhaps we should all have business cards. One can print them for free on line. David to look into this.
- Can we have boxes of cards and calendars for sale? or to use as fundraising? The calendars and cards Ann brought and gave us in the spring were wonderful.
- Teresa passed out brochures and envelopes to friends and family on the east coast while visiting Pennsylvania in April.