

Avivará Board Meeting 10/3/09 9:42am

Present: Gary Teale, David Austin, Tom Friedman, Teresa Woodward

1. Board Meeting Minutes from May 9, 2009 approved
2. 2009 Quarterly Financial Report:
 - Total contributions \$30,124
 - Current assets US Avivará: 10,452.29.
Tom reports current assets in bank as of 10/2/09 14,500.
 - a. Goal is to have 15,000 operating capital or 6 months worth of expenses in account or minimum operating reserve of 7,500.
 - b. With the reserve Avivará would like to double the scholarship money given out. Spending 4,500, 1500 is distribution to secondary students. Plan to keep same number of schools and give more scholarships.
 - c. Currently meeting only 25% of need (supplies) of schools. Goal is to increase supplies to 50%. Keep number of schools (8), and purchase larger items in terms of supplies. Schools are more trusting of Avivará now that relationship established. This has been a relationship-building year.
 - Service and study abroad: expenses are rent and utilities. Contribution to that program is equal to the expense and contributed by Ann and Gary to maintain the program. It is volunteer housing, and the volunteers are paying for it.
 - Cofeca event; sales of crafts covered expenses for the event.
 - Brillo del Sol (distributions to primary students): contributions come into Tom, identified and kept separate. Avivara takes 10% off the top. Tom suggested notes on Financial reports might be helpful, i.e.: identifying Brillo del Sol

- Gustavo's salary based on Guatemalan government projection, called "Canasta Basica", to feed family of 5. Avivará also covers medical expenses to 12% of his salary. Cannot insure him until you have 3 employees.
- Formatting of Report: discussion about changing format of Financial Report.

3. Discussion about switching from Bank of America to Key Bank:

- Gary recommended switching to Key Bank as it has a cheaper transfer fee (\$15.00 vs. \$45.00 per transaction, annual savings of \$120.00), transfers can be done by phone, all donations can be sent to the bank. The bank copies the checks and then they are deposited. This would provide a consistent location for intake of checks. Tom would still need to get copies of checks and provide the info of deposits to Gary. Currently checks are mailed to Tom at his home. Having the bank handle this would make this process more stable in case Board member leaves.
- Downfall: The process would make it difficult to send a quick thank you to donors. It would have to wait for the monthly statement with checks to be sent out. Also have to worry about possibility of Key Bank getting taken over.
- Tom agrees with this as long as we get copies of the checks.
- Today Gary called to check on the process with the bank representative. Once the account is set up Key bank will honor that relationship. Gary and Tom to touch base on Thursday of this week to determine if transfer of banks a good idea.

4. Discussion about how it is decided which schools are given support in Guatemala.

- Currently serving 8 schools, requests coming in from many more schools.

- How does Avivará evaluate whom to support?
- Look at poverty level of town; sit with school principal to see level of enthusiasm, care of students, and how they think they can utilize the money from Avivará. Avivara also needs to get a sense that the teachers will use the support and help. Gustavo is very good at helping determine this. If Avivara's support will not make a difference in raising the quality of the school, then they are not selected for support. Teachers burn out quickly and move on. Sometimes the principal/teacher relationship is not healthy.
- Gary shared the forms which are given to teachers to get feedback on the stability of their school, about the obstacles they find that keep them from being successful in their teaching, and about how they think Avivará can help them. This is an ongoing process with the schools Avavará supports.
- Demographics of each school are available on the website.

5. LA COFECA Event debriefing:

- Idea to have a booth was good. 30-40,000 people attended.
- Booths were located in ¾ of a block. Not as big an event as had imagined.
- Sold lots of bracelets from Guatemala during the event.
- Connected with Guatemalan community more specifically.
- Did not earn back what was put into it.
- Did not feel like it expanded network of supporters at the event.
- Veronica recruited many volunteers. These volunteers might become contributors or may recruit donors as they spread the word about Avivará.
- Not suggested to pursue this event again as not cost effective.
- Veronica will try to set up talk with Kiwanis, etc and make presentations to Guatemalan community in lieu of events like this one.
- John Taner might spread the word in LA His community is business owners and would be a better group to solicit distributions from.

6. Better Business Bureau Standards:

- We do almost everything they recommend
- We need to draft statement that we do diversity and plurality on our board. Gray will draft and board will review.
- For BBB we need to be in existence for 3 years.

7. Future of Board:

- Gary would like 7-8 members, brought in by board members. Would like to have a self-sustaining board.
- Gary working on Steve?
- Ann approaching Susan Kaluzny
- Gary suggests board members approach people they think might be good.
- Meetings 3-4 times / year with some fundraising
- Discussed having 1 dinner / year with contributions from each. Suggest the dinner act as an update venue for donors
- Tara thinking of a Christmas party for group of donors

7. Replacement process for outgoing board members:

- Mary: family issues have kept her away.
- Tom: no timeline for replacement
- Teresa: No timeline
- David: Stay as president
- Expanding board to 7 would be ideal. Each member should commit to finding one person to bring on as Board member.

8. Fundraising campaign:

- Making connections important.
- Suggest approaching donors and asking for donation. If you are not able can you contact someone who might be interested? Continually contact donors.
- 300 people on list, 100 are donors

- Monthly automatic payments if able – 1 person does this now. If able to convince more to do that, that is consistent income.
- We need minimal 18,000/ year cost. Gary to put together bare bones budget and ideal budget.

9. Question: What is Gary and Ann's vision for maximum effectiveness for Avivara?

- Bulk of money to schools and teacher training to improve the quality of the schools. Not imposing that on schools but allowing school to come up with that.
- Would like to increase scholarships that helps smaller number of students.
- After school program fluctuates, would that money be better spent on schools?
- Some towns starting preschools, Anne and Gary wondering if preschool program might be better than after school programs. Biggest dropout is in first grade. This is something to consider as Avivará matures.

10. For December meeting: email meeting.