

## **Avivara Board Meeting 3/13/2010**

Present: David, Gary, Tom, Mary, Dave Craig (guest), Teresa

### **Agenda:**

#### **Old Business:**

1. Approve minutes of Dec. 2009 meeting: Approved unanimously.
2. Follow up from December meeting-Equality and Diversity Policy Statement:  
Approved as per December meeting. Up and running on website. Thank you Gary. It helps show what people are most interested in on the website. This info helps Gary as he updates the website. Shows 42% opening rate of newsletter. Working in accordance with CAN-SPAM regulations. This is in the Privacy statement.
3. Board needs to review conflict of interest statement once a year.
4. Executive Director Evaluation:
  - David will work on completing the evaluation and will send form to all members with due date for completion.
  - David will communicate with Gustavo and Ann regarding staff relations as he evaluates the Executive Director.
  - Plan is for Board members to fill sections that we have input on or that are pertinent to board to give input on. David will compile this information.
  - This is criteria for BBB, must have Executive Director Evaluation. It is to an advantage for donors to have BBB backing.
  - Katherine is a full time volunteer. It was suggested that she fill out Executive Director Evaluation form also. She has hands on experience that is valuable and her feedback will be helpful.
  - Goal is to complete by end of month.
4. Review of 2009 Finances
  - a. Breakdown of 2009 donor analysis:

- Gary summarized this for us: most are individual donors, also have 16 organization as donors. The organizations include churches, schools, and 5 informal organizations selling bracelets to raise money to send to Guatemala.
- Biggest revenues are core group of committed donors. These are stable donors that have given two years in a row.
- Would like growth in the mid level donors David feels we are on target to increase this group. Church trips would expand this level. Mid level donors are more stable.
- Follows typical donor pyramid. Good balance of donors.
- Have raised 100 thousand dollars in two years, February was 2 year anniversary.
- IRS rules: 1/3 of revenue must come in from public support, cannot be from just a few individuals. If donations only from a few individuals, then must change status to Foundation not a Non profit. Gary explained how can't be more than 2% of total revenue. (Did not quite get this, could use help in notes here)

b. Gary: Projection for Budget

- Gary will make a form with columns for 1<sup>st</sup> quarter: actual, expected, and budgeted. Then will see year to date budget to actual so we can see how we are doing. This will give us more data to help plan for future. Actual, budget, year to date, variance year to date, over or under budget actual. Green bar at end should be balance check of 0 to show all is working well. This will help with financial reporting at board level.

c. Tom: account balance as of yesterday

- Bank of America: Checking account \$2565.92, Savings account \$20,002.60
- Key Bank: Savings account \$1,000.00
- Guatemala Bank Checking account \$3,438.00 (27,505.73 Q)
- Contribution information as of March 12, 2010: Deposits to bank of America \$10,698.15.

From Pay pal (included in above) \$2,071.60.

- d. Budget for spending this year is \$45,000.
  - Discussion with David Craig about how this breaks down and how money is spent/distributed.
  - Gary expressed that it would be nice to have no more than one year operating budget in reserve. BBB says no more than 3 years of operating budget in reserve.
- e. Gary feels we are right on track with projected budget.

#### 5. Updates on Programs

- a. David recapped for David Craig how money is used/distributed to programs (information from previous meeting minutes).
- b. Gary reports Gustavo has students to evaluate for scholarships.
- c. Constant evaluation of how schools use Avivará's contributions.
  - Currently, one school's money has been cut back as they say help for teacher perks should be more than what they wanted for students.
  - Gustavo is critical for evaluating what is actually happening in the schools and then making decisions on continuing support or cutting back.
- d. Tom asked if there is competition between schools or students for resources.
  - Gary gave example of water issue at El Yalu: farmers stealing water from reservoir to water fields. Gary letting school know that this is their (school) problem to solve.
  - With scholarships, Gary relies on teachers to identify students who would receive best benefit and who would be most committed (good grades and commitment over time to their studies).
  - Students have applied and have been told not enough money for this year. Will re evaluate next year.
  - Scholarships distributed every 2 months. Accounting:

Gustavo gives money every 3 months, once it is established that things are working well with the student, then distribution is every 2 months. Grades evaluated each grading period. If above a certain level, earn 100.00 Quetzales bonus.

- This process of nomination, screening, and ongoing evaluation of grades and how to earn bonus is posted on the website.

## 6. Board Membership

- a. Dave Craig is here exploring. He has been to Guatemala and knows about Avivará.
- b. Susan Jamison and Robert Resta; David will approach them about being on the board. Susan is in education.
- c. Tom: Dave Spain, not sure if there is interest there.
- d. Gary: Susie Bauer, will continue to chat with her.
- e. Faith came to Guatemala and wants to do fundraising.
- f. Veronica: on sabbatical, officially on board

## 7. 2010 Fall fundraising event:

- Coordinate with Ann and Gustavo's visit in the fall.
- Tara's area of expertise non profit. Her doctorate thesis is revolving around Avivará. She will go to Guatemala for 3 month internship. Gary met with her yesterday to plan for fall event. Tara will help coordinate the event.
- Tara and Gary thoughts of dinner event include inviting 150 people with 15 tables of 10. Plan to have table captains to help get people(invite) to the event and to help get donations during the event. The goal is to raise \$20,000.00: 30 new contributions at regular mid level.
- Do we want it to be informal setting or formal setting.
- Goal is for people to say they are part of a newtowrk of supporters vs individual supporters.
- What should be cost for people to attend event?
- Formal vs. informal would be determined by cost per person.
- Tom suggested using Sunset Hill country club, his wife is on the board and could get discount.
- First round of invitations would go to those on donation list.

- Would be helpful to have sponsors, or have table captains buy table so that those coming do not feel they are buying their meal but rather coming to relax, learn about program and not feel their money is going to buy food.
- What might be right amount to spend on facility and meal?.
- Thematic: recreate Guatemalan classroom, Guatemalan festival to set casual tone and tone.
- \$30-\$50 dollar per person at most.
- Paladar Cubano Restaurant does great catering. 90<sup>th</sup> and Aurora.. Keep cost just to cover the food. Adults only.

We feel this is a good idea.

- Mary volunteered her husband to look at presentations and make them a script. Forsee presentatin, eating, discussion, presentation discussion, table captains can foster discussion between presentations.
  - Tentative date mid to end of October. A week before Halloween. Early November. Ocotber is auction time at schools.
8. David: By end of year, can we do evaluation of efficacy of programs by Gary, Ann, Katherine , Gustavo? David volunteers to come up with template for this self assessment, including Guatemalan teacher feedback. The teacher feedback would be helpful but might be hard to evaluate as they all say “all is ok, this is great”. Maybe Tara can help with this as part of her progam is evaluating a program.
9. Valley First Lutheran and Sage program;
- a. Study abroad and Guatemala experience.
  - b. Gary: Great group came down to Guatemala. Very enthusiastic. Gary learned al lot about the process, filling out forms, working with a group and making an itinerary. Participants enjoyed the week and felt positive about the experience. Felt all went smoothly, were picked up as expected, there was great planning with detailed itinerary

handed out ahead of time. Did touring and the work they went to do.

Total success of packed action itinerary.

Gary kept track of Avivará expenses for week and then asked for people to pay for them . Caught the people by surprise.

How to handle that next time? Include it as overall cost per person up front next time? OR announce ahead of time that this will occur.

- c. Probably not going to use pick up truck for transport. Next time will use vans as safer and injury liability an issue.
- d. Helpful to have general vocab before you go.
- e. Possible trips: St Monica, 10 teachers, St John the Baptist youth minister, Ballard first another trip , Holy Family graduating 8<sup>th</sup> graders for a week,
- f. Ballard first built a classroom and painted the outside of a school. Bought supplies and did labor. Mixed in with tourist activities.
- g. Gary thinks 4-6 trips a year would be feasible. It takes a month of preparation. Intense week when group is there. 4 people to help, including Katherine. Max is 18 people per group, last group was 18. Works with 2 vans. 9 people per van. 9 with luggage from the airport is comfortable also.

### **New business:**

1. Gary needs reimbursement for craft items from Tom. They will do this after the meeting.
2. Dave asked what the board responsibilities are beyond the meeting. These were discussed. Dave exploring being on board.