

Avivara Board Meeting

Sept 4, 2010

Minutes

Present: Tom Friedman, Dave Craig, Sue Clauson, Dave Austin, Tara Byrne, Mary Austin-Seymour (via cell phone for a portion of the meeting), Gary Teale (via Skype).

Meeting called to order at 10:05 am.

By vote of members present, Dave Craig and Sue Clauson are added to composition of Avivara Board.

Sue Clauson volunteers to serve as Board secretary (replacing Teresa Woodward, who submitted her resignation from Board Spring 2010).

Tara Byrne: presentation re: Fall Fund Raising dinner, Sat Nov 6, 2010. Summarizes goals for contributions (\$20,000 from existing and new donors), contributions from at least 25 new donors, strengthening relationships with existing donors... Reviews timetable for event itself, detailed budget, roles of event coordinators, and schedule for preparations. Board acknowledges that Tara and Gary have invested a great deal of effort in planning this first major fund raising dinner event. Plans seem to Board to be detailed and complete. Cost per person estimated to be ~\$40. Maximum of 120 attendees given size of venue. Ann and Gustavo will be present at event. Tara will be Master of Ceremonies. Tara will update Board on progress via weekly email updates. Board will have post-event debriefing meeting on Sunday Nov 7.

Review of Draft Whistleblower Policy. Gary explains rationale and origins of document. Board voted to approve incorporation of Whistleblower policy. Gary will post on Avivara website.

Volunteer of the Year: Ann, Gary and Gustavo would like to have a Volunteer of the Year award, which would be announced at the Fall Fund Raising dinner. A Volunteer of the Year award was viewed by the Board as an excellent idea. Three individuals were nominated by Gary, Ann and Gustavo for the award. The Board voted that Ruth Carpenter be awarded the award for 2010. Gustavo will present the award at the Nov 6 dinner event.

Beca Uspantan: This project, located in a remote region of Guatemala, supports local students with scholarships, has been in existence for 5 years, has coordination via a

Peace Corp volunteer and Sherry Miller, an experienced educator and resident of the same town as Gary and Ann. Gary provided extensive information on the mechanisms of distribution of scholarship monies for the project. The project lacks a way for US citizens make tax-deductible contributions. The proposal considered would establish a relationship between Avivara and the Uspantan project which would allow donors to contribute funds to Uspantan through Avivara, with Avivara retaining 10% of contributed funds to cover administrative costs; the remaining 90% would go to Uspantan. Gary, Ann and Gustavo feel strongly that the project is worthy and is consonant with Avivara's goals. After discussion, the Board approved the proposed relationship with Uspantan. Gary will craft a memo of understanding, which will be non-binding for both organizations, and which will reflect the above relationship. Gustavo will visit the town twice yearly to monitor the program.

Tom - Treasurer's Report: Reviewed income / expense status. We are ~\$10,000 ahead of budget YTD. Current totals in bank accounts: \$28,056.

2011 Scholarship Budget Increase: Gary, Ann and Gustavo see mission of scholarships as having greatest potential for growth in next several years. Current budget (2010) allocates ~\$5200 for scholarships, distributed to 21 students. Proposal is to increase 2011 budget for scholarships to ~\$10,500. This would include, for the first time, university / college level scholarships (two are proposed for 2011). Gary would like preapproval from the Board for this increase, as college commitment and enrollment take place in the fall. Final budget discussion will take place at the December meeting. Gary feel confident that the end of year numbers will support this expansion of the scholarship program. After discussion, the Board offered its support this expansion.

The meeting was adjourned at 12:10 pm.

Respectfully submitted by Acting Secretary, David Austin