

## Avivara Board Meeting Minutes

March 14, 2015

The meeting was called to order at 11 am.

Present: David Craig, Tom Friedman, Ruth Harbaugh, Tobias Piering, David Austin, Gary Teale and Ann Austin (via Skype.)

### **1. Financial Updates**

Gary and Tom summarized the details of Avivara's financial position for US accounts and Guatemala accounts. Avivara is in a very stable financial position with continued growth and a very positive assets to liabilities ratio.

Gary reviewed for the Board the processes for documentation of all expenditures, with multiple sites of back up of data.

The Narrative report to the Board was discussed in detail. Note was made of the very low administrative and fund raising expenses, totalling 6.3 % for 2014. The Board noted its gratitude for the comprehensive nature of the narrative report. Of note is that the Annual report, which is posted on the Avivara web site, is a condensed version of this narrative report.

The draft 2014 Avivara 990 IRS tax return form was discussed. The Board will review the draft, with comparison to line items on 2014 statement of financial position; the Board will respond in 2 – 3 days for approval or need for changes.

### **2. Conflict of Interest Policy Review**

The Board was reminded of the existing Conflict of Interest Policy, which was approved by the Board in 2008.

### **3. Salary for Associate Director in Guatemala**

There was discussion of a proposal to add Ann Austin, Associate Director, to the Asociacion Avivara payroll in Guatemala. Gary Teale and Ann Austin have been working full time without pay for Avivara since its founding. After discussion, the Board approved adding Ann Austin to the payroll at current Guatemala minimum wage rate (approximately \$320/month).

### **4. Programs Update**

The Board was apprised of the status of programs for 2015. Avivara is supporting the construction of two new classrooms for the high school in Acatenango; the \$11,500 cost is being supported by Rotary Club and church donations / grants. Avivara is initiating support for a group of 24 schools in the area, with ties to an energetic group of educators with a pre-existing relationship with Fundacion Behrhorst; initial support will be about \$8,000 for 2015. There are currently 90 Avivara scholarship students, 21 of whom are university level students. Avivara is currently supporting 8 individual schools.

## **5. Fall Fundraising Event**

There was discussion of fall fund raising events for 2015. One idea discussed in detail was a three hour fund raising walk, ideally a group walk in the Seattle area, with a group gathering after the completion of the walk. Walkers would gather pledges in advance of the walk. It is possible that an intern working with Avivara could coordinate permits and other details of the walk.

## **6. Board Leadership Transitions**

The Board discussed leadership positions. The Board voted to have David Austin assume the duties of Board President. Toby Piering will assume duties of secretary.

The meeting was adjourned at 1:15 pm.

Respectfully submitted.

David Austin