



Active 20-30 United States and Canada, Inc.

2022-23 Foundation Board Meeting Minutes

Thursday, January 5, 2023 Meeting 6PM PST
Zoom: Meeting ID 813 9065 3617

Attendees:

- Foundation President/IPP: Ashley Corbett, Valley of the Sun #1028
- National President: Greg Carl, Petaluma #30
- National Treasurer: Hillary Erbert, Portland #122
- Kelsi Sprague, Member at Large, Redding #143
- Andrew Bain, Santa Rosa #50

I. CALL TO ORDER (Ashley Corbett)

- Meeting called to order at 6:05PM by Ashley Corbett

II. INTRODUCTIONS/ESTABLISH QUORUM (Ashley Corbett)

- A quorum was established by Ashley Corbett (5/8 members present, majority required)

III. ACTION ITEMS (Ashley Corbett)

- a. Adjustments/Approval of Agenda (Ashley Corbett). Greg moves to approve the proposed agenda. Ashley seconds. Motion passes 5-0-0.
- b. Approval of December 1 Minutes. (Hillary Erbert). Hillary moves to approve the December 1 meeting minutes. Andy Bain seconds. Motion passes 5-0-0.
- c. Approval of December 9 Minutes (Hillary Erbert). Hillary Erbert moves to approve the December 9 Minutes. Greg seconds. Motion passes 5-0-0.
- d. 2023 Community Grant Application
 - Ashley moves to approve the 2023 Grant Application. Hillary Erbert seconds.
 - Discussion: Ashley emphasizes the importance of distributing funds and having the grant application ready. Can table the approval of the grant application until all members have a chance to review the form. Kelsi and Greg can go over application in detail to update minor details with spacing, etc. Need to determine how much in grants funds to allocation to community vs. 20-30 clubs. Ashley is more comfortable with giving funds to 20-30 clubs vs. community through June. Discussion of not wanting to become overwhelmed with grant applications. Greg does not anticipate receiving too many, can impose limit if start to receive a lot (ex: 15 and cut off at 20). Grants to 20-30 clubs are generally on a reimbursement basis. Grants to non-20-30 clubs would not be reimbursements, would be given funds upfront. Noted that decisions on procedures to approve grant applications does not change content on forms. Should we wait for other

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members to review the form? HKE, Andy, and Greg acknowledge that this is not necessary since application was already discussed with all members in detail and has not changed significantly since that discussion.

- Motion passes 5-0-0.

IV. TREASURERS REPORT (Hillary Erbert)

- a. Financial Statements as of November 30, 2022 have not been provided, need to follow up with Dale/Jenifer
- b. CD rates high – recommendation to put and funds into a CD which currently have high rates
- c. Ashley & Andy – keep money invested in current funds? Need to keep 3 years of operating expenses in cash available and review investment policy. Need confirmation of current investment portfolio. HKE to review investment portfolio with NBC and determine what portion if any to put in CD, will table to next meeting.

V. NEW BUISNESS

- a. Grant Application Rubric (Ashley Corbett)
 - Board discusses and composes an email to send out to clubs that had grants approved from the 19-20 fiscal year but did not receive funding due to the postponement of events due to the pandemic. The email informs clubs that they have been preliminarily approved to receive funding if their event occurs in the 2022-2023 fiscal year and the reimbursement request is submitted by 6/30/23. Clubs this will be sent to and amount of grant previously requested:
 - i. Greater Sac \$350
 - ii. Healdsburg \$325
 - iii. Eugene \$750
 - iv. Gold rush \$325
 - When there was a growth & retention committee, Ashely never saw rubric that they used in previous year. Greg – can he find previously used rubric? Ashely has started to create one based on publicly available information. Rubric is not available for third party applicants to view. Ashley can't share screen (disabled by host). Ashley shared link to rubric from other organization (<https://jdgillisfoundation.org/wp-content/uploads/2018/09/GRANT-SCORING-RUBRIC.pdf>) showing possible criteria to use on rubric rated on 1-5 scale: board to review the rubric and discuss what elements we want to include in Active 20-30's rubric. Areas of grading include:
 - i. Demonstration of need
 - ii. Description of project
 - iii. Description of work
 - iv. Alignment of budget
 - v. Three year strategic action plan (20-30 would probably not use)
 - vi. Monitoring and evaluation of plan
 - vii. Sustainability of work
 - viii. Alignment between Foundation's mission and grant's goal

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- Other items to consider in grant application – how well does application align with criteria? How specific do we want to grade application against criteria? Greg suggests weighting each category with points (ex: section 8 – 20 points, section 3 – 4 points). Grading would be internal and not providing to organizations that apply.
 - Kelsi asks if the rubric will ever be shared? 20-30 clubs will have access to the rubric, make available for other clubs to use the application and rubric for grants that they award to other organizations. Ashley can create a link that provides other club a copy of the application and rubric that other clubs can use for their own applications. Should be beneficial to other clubs. Want to share this at midterm.
- b. Ashley commends the board on the work done so far this term. Andy asks if we should do any other forward planning for the Foundation?
- Mentioned that SIDS run hasn't had very much participation recently and can consider scaling up the project, since it is a national project. Kelsi suggests partnering with another organization such as Thrive to Five that benefits kids to help scale the project. Ashley would love SIDS run to be the week of national convention. Could still participate even if not attending convention. Andy mentions the benefits of partnering with local running clubs, shoe industry participants, and conducting an organized timed event (like a 5k) to make it more of a recruiting event for 20-30. Ashley asks if national is ready to host an official, timed event? Maybe this year we keep it simple and don't have prizes for first, second place, etc. then scale up in future year.

VI. ADJOURNMENT (Ashley Corbett)

- c. Meeting adjourned at 7:25PM by Ashley Corbett