



Active 20-30 United States and Canada, Inc.

2022-23 Foundation Board Meeting Minutes

Thursday, March 30, 2023 Meeting 6PM PST

Attendees:

- Interim Foundation President: Greg Carl, Petaluma #30
- National President Elect: Tim (Timber) Provost, Carson Valley #85
- National Treasurer: Hillary Erbert, Portland #122
- Kelsi Sprague, At Large Trustee, Redding #143
- Andrew Bain, Trustee, Santa Rosa #50

I. CALL TO ORDER (Greg Carl)

- Meeting called to order at 6:02PM by Greg Carl

II. INTRODUCTIONS/ESTABLISH QUORUM (Greg Carl)

- A quorum was established by Greg Carl

III. ACTION ITEMS (Greg Carl)

- a. Adjustments/Approval of Agenda (Greg Carl). Hillary Erbert moves to approve the proposed agenda. Greg seconds. Hillary Erbert recommends adding a follow up discussion on the grant rubric to the agenda before the Eugene grant discussion. Hillary Erbert moves to approve the agenda with addition of a discussion of the grant rubric. Motion passes 5-0-0.
- b. Hillary Erbert moves to adjust the agenda to add the approval of the March 1 minutes. Greg Carl Seconds. Motion passes 5-0-0.
- c. Approval of February 9 Foundation Board Meeting Minutes (Hillary Erbert). Andrew Bain moves to approve the February 9 Foundation meeting minutes. Tim Provost seconds. Motion passes 4-0-1.
- d. Approval of March 1 Foundation Board Meeting Minutes (Tim Provost). Timber moves to approve March 1 Foundation Board Meeting Minutes. Hillary Erbert seconds. Motion passes 5-0-0.
- e. Approval of March 3 Foundation Email Vote. (Tim Provost). Timber moves to approve the March 3 Foundation email vote. Andy seconds. Motion passes 5-0-0.

IV. TREASURERS REPORT (Hillary Erbert)

- a. Budget Discussion: Andy mentions that budget should be reviewed/approved for three years out, so another budget should be prepared and approved for the next fiscal year. HKE to forward updated/proposed budget to board. Board approved to pay national \$2500 on March 1. According to Foundation's budget, should be \$5,000. Timber discusses how budgets for national organization and the Foundation should correlate. Committee expenses from national budget are to be reimbursed from the Foundation as expenses are incurred.

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\$5,000 invoiced amount from budget should be paid. HKE to review March financials and follow up with Dale to inquire what other steps are needed, if any, to pay full invoice.

- b. Review Financial Statements as of February 28, 2023
 - Increase in investment account value, consistent with market activity. These gain/losses are unrealized, meaning they do not represent securities being sold and may increase and decrease in value as the market changes.
 - \$775 paid for accounting fee – fee for tax return. Full tax return doesn't need to be filed (990-EZ), as organization qualifies to file a 990N. To be revisited at a later time.

V. NEW BUSINESS

- a. Trustee Vacancies (Greg Carl): The policies and procedures indicate that the Foundation needs 5 ex-officio trustees and currently the board is one short with the resignation of the Foundation president (Ashley Corbett). Do we want to add another trustee for remainder of the term? Andy says it would be nice to bring in someone who will serve on the Foundation next term to give them a 2 month head start, otherwise okay to leave as-is. Hillary mentions as long as there are not quorum issues, okay to not add an additional member.
- b. Grant Application Rubric Criteria (Greg Carl): Question posed to keep the rubric as an informal guideline or use to assign score to grant applications? Discussion on how to grade grants. Timber suggests assigning a point system and need a minimum score of ~12 to have the grant approved out of 20 points possible. Should there be 16 points? (4 categories, 4 levels). Discussion on providing more weight to categories for demonstration of need and description of project and outcomes. Maybe weighting isn't necessary and qualitative factors should also be considered to approve grants.
 - Board determines to award up to 4 points for each category (4 = highest score, 1 = lowest score) and qualitative factors should also be used in awarding grants. Suggested guideline is to have a minimum score of 10 but use qualitative factors at the board's discretion.
- c. Eugene Grant submission (Greg Carl):
 - Score using rubric based on board discussion:
 - i. Demonstration of need: 3
 - ii. Description of project: 3
 - iii. Alignment of budget: 2
 - iv. Alignment with Foundation mission: 4
 - v. Total score: 12/16
 - Hillary Erbert moves to approve the \$750 grant request from the Eugene club. Andy Bain seconds. Discussion: Suggest amending motion to require a formal budget to be submitted, or request formal event budget for future submissions from the club. No change to original motion. Motion passes 5-0-0.
 - Greg to inform club of approval. Eugene club needs to:
 - i. Host event before June 30, 2023
 - ii. Need to request reimbursement before June 30, 2023



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- d. Hillary Erbert moves to amend the agenda to include a discussion on Greater Sacramento's grant application submission. Kelsi seconds. Motion passes 5-0-0.
- e. Greater Sacramento grant application (Greg Carl)
 - Score based on board discussion:
 - i. Demonstration of need: 2
 - ii. Description of project: 3
 - iii. Alignment of budget: 3
 - iv. Alignment with Foundation mission: 2
 - v. Total score: 10
 - Further discussion: Event is geared more toward retention of current members vs. focused on recruiting prospective members. Family members, kids, etc. are welcome to join for one of the events mentioned in application. Retention of members falls within scope of grant that was originally approved pre-covid (which was not ultimately distributed due to the pandemic) and application is received within the context of the original grant that was approved, before current policies & procedures were passed.
 - Andy moves to approve the application for Greater Sacramento of \$350. Tim seconds. Motion passes 5-0-0.
 - Greg to inform club of approval. Greater Sacramento club needs to:
 - i. Host event before June 30, 2023
 - ii. Need to request reimbursement before June 30, 2023
- f. Foundation tab on website (Greg Carl): There is now a tab on the national website for the Foundation, includes meeting minutes, P&Ps, logo, purpose of the foundation. Andy suggests we include the blurb from the P&P that lists the various categories of activities that may be supported by the Foundation. Grant application is included on the Resources tab of the national website. Also suggested to add link to grant application and rubric to Foundation webpage. Also need to add instructions of where to submit grant applications.
- g. Remainder of Term (Greg Carl): In order to keep the Foundation in good standing, need to keep money going in and money going out. Timber put together forms to request sponsorships and other donations. Timber to follow up with Ashley regarding Bonfire store.
- h. Goals for remainder of term:
 - Considering or publishing any external grants? Application was created
 - Where will Penny a Day donation go to? Should Foundation consider making a donation to Penny a day recipient? Suggest making a donation if clubs match \$X amount. Can encourage clubs to donate. Could also help PR.
 - Send out notification to clubs that grant application and rubric is available.
- i. Next Foundation meeting to occur on May 2 at 6pm

VI. ADJOURNMENT (Greg Carl)

- j. Meeting adjourned at 7:51PM by Greg Carl