

Taylor White Foundation - Board Meeting Minutes

Meeting Date: 9/22/13

Meeting Time: 4:30pm-6pm AKST

Check-In/Updates

20min

- Foundation News: BRAKES dinner and award
 - Completely paid-for trip and accommodations for Carol to attend.
 - 300 person dinner in ballroom complete with entertainment and auctions followed by a drag race the next day. Mainly sponsors and supporters in attendance.
 - They presented the TW Foundation (Carol) with an award - the Danielle Lee Kennedy Award - for our effort in going above and beyond to make the training happen.
 - BRAKES learned a lot from our event because they didn't have as much resources available.
 - BRAKES seems to have a lot of connections to *big money*. This was evident in the dinner and drag race. They're sponsored by huge names like Snap On and Valvoline
 - A few people (UPS) came up to Carol after the dinner and offered to help raise funds.
 - BRAKES might be more understanding of our financial standing in the future.
- Finance update – status report
 - Talked about how we want to structure this update in the future, **Tyler will lead this.**
- New officer positions
 - Sam Roche is the new president, Carol White is the new Vice President, Tyler Emerson is the new treasurer, and Morgan Thomas is the new secretary.
 - Sam (and other members) are all open to feedback about how things are going.

Discussion Topics:

Board Development

40min

- Job descriptions
 - Responsibilities: decide direction, projects, financial decisions
 - Term (minimum commitment)
 - 2-3 years is the standard
 - 1 year has been suggested as being more reasonable for younger people
 - **1 year commitment has been agreed upon**
 - Attendance requirements/expectations
 - Members will attend or call-in to **5 out of every 6 meetings**. There will usually be no more than one per month.
 - Resignation protocol
 - Give notice, one month or as early as possible.
 - Ask if they know any suitable replacements.

- **Sam will draft a job description and we will all read it and come up with our thoughts before the next meeting.**
- Board size: Carol suggested 12. Sam suggested 10.
 - By-laws say no less than 3 members at any time. We are currently at 7 members.
 - Should we consider non-Juneau board members, such as a BREAKS member?
- Desired board member skills/qualities: Close to the school system, networking, youth, fundraising, people in existing organizations like Rotary/Interact.
- Talked about Haley's (and other high school age kid's) involvement
 - Should we have another category for non-board members who want to contribute without as much responsibility?

Access to Organization files/documents

15min

- Online access:
 - Google docs? (Google Drive)
 - **Ulla, Tyler & Morgan will look into setting this up**
 - **Carol's archive of documents needs to be uploaded & backed up immediately.**
 - Available to board only/public?
- **Public Files: (on the website)**
 - By-laws
 - I-99 form
 - Meeting notes

Administrative Items:

15min

- Credit card in foundation name
 - Carol applied on 9/17 for a business CC from Bank of America. Ordered 2 cards.
 - Safe Guard: **Someone who is not on the card needs to review the statements regularly**
- Bank signers plan
 - **Carol, Sam, and Tyler need to show up to sign the card agreement.**
- QuickBooks
 - Software has been purchased and ordered.
 - **Back up to Google drive regularly with password.**
- Next meeting date: 10/20/13?
 - Everyone agreed upon this date.

Miscellaneous

- Tyler will be going to the Johnson Youth Center (periodically?) and doing some program follow-up with the youth there after they show our documentary.

Please share corrections and comments with the board at <http://www.taylorwhite.org/contact>.