

## Taylor White Foundation Agenda Minutes

Meeting Date: 10/20/13

Meeting Time: 4:30pm-6pm

### Check-In/Updates

40min

- Foundation News
- Finance update – status report
  - Paid Visa bill- \$126 retreat related stuff, purchased Quickbooks
  - \$10,500 in the bank
  - Haven't gotten invoice from Foraker group yet
  - Add password and upload Quickbooks file to google drive
- Lots of updates on last month's action items
  - Bank signors, QBs updated, Credit card, Google docs, etc.
  - Google docs
    - Has been created for everyone, private to the foundation
    - **Carol will upload all her old stuff**
    - **info@taylorwhite.org will be created**
      - Will receive messages sent from website contact us form
      - **Morgan will email instructions on how to use**
  - CC will be a secured Card, no line of credit
    - People named on the card are liable.
    - Will help us build credit as an organization
  - **Look into low cost video conference solutions**
    - Cisco Jabber
    - GoToMeeting
    - Google hangouts
    - Lync
    - Potentially cancel conference line - \$25/mo
  - **Carol will ask Loree if she is still interested in remaining on the board**

### Discussion Topics:

Board Development

30min

- Job descriptions finalized
  - **Required annual donation: no minimum, mail check or paypal**
    - Annual time constraints, once a year by December
  - Will formally adopt next meeting
- Recruitment Plan
  - Timeline
    - Board size: target for 10, max of 12

- Ideally we would be near capacity in 6 months
- Attributes
  - Good community connection, involved in finance
    - Justine knows a few women who do social work that may be good candidates
  - Adults involved in school
  - Youth in school
    - We need to be an approved organization to participate in the High School's community service program.
  - Youth/adults in the native community
  - Action item: **everyone attempt to gather leads for new board members by next meeting**

**Administrative/Misc Items:**

20min

- **Next meeting scheduled for November 17, 2013.**
- Action items for this month
- Fundraising stuff