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**Board of Directors Meeting**

**Teleconference Meeting Minutes**

**April 2, 2014**

Call Meeting to Order:

Directors present for meeting: *Dennis Boyle, Dena Evans, George Kleeman, Shannon Rowbury and Steve Crow*

The meeting commenced at 6:40 pm by teleconference

I.          Approval of the Minutes of the December 16, 2013 Annual Board of Directors Meeting

*Correction remove draft and word “approximately” before bank account amount in the Financial Report. Motion for approval by Dena , seconded by Shannon . Vote was unanimous.*

II.        Discussion and approval the meeting’s agenda

*George made a motion to add Item G under Old Business to close out action items from Dec. 16 meeting.*

*Motion for approval by George and seconded by Steve. Vote was unanimous.*

 III.         Standing Reports:

            A.        Financial Report – ***Steve***

*Current checking account and Foundation balance is $8963.86.*

 IV.       OLD BUSINESS

            A.        Report on the response to the donations made to the Foundation in December –                         plan for continuing records of donors contact information and donations made -                         ***Steve*** *About $5200 was received in the December timeframe.*

B.        Analysis of the source of donations made to the Foundation in December – ***Dennis/Steve*** *About $4200 was from donations in memory of Dick Connors. There were several small donations for the foundation as well as one for $1000.*

C.        PayPal addition to the Foundation donation page – ***Steve***

*Steve has had problems with adding PayPal to the foundation web page. When trying to make the connection, PayPal is saying that the website is not active. Deana is going to see if she can determine the problem.*

      D.        Discussion of adding a 6th Director – ***Dennis***

*We discussed possible number and types of candidates. The consensus was that we needed at least one and possibly as many as three over the next six months since both George and Dennis terms are up in September. Possible candidates should be able to help with communications, donation solicitation. They might represent the Youth Committee or the Master athlete group. Each director will send Dennis names of possible candidates along with what they might be able to contribute in way of knowledge to the foundation before the next meeting. Some names were suggested.*

E.       Twitter Account Set up - ***Shannon***

*We had a long discussion what the purpose of the account should be. Shannon volunteered to help manage the effort for now if the other directors would send her information. Dena said she would help. George raised the question if we should also have a Facebook account. The consensus was it would make sense when we finally had some announcements of grant applicants and grantees. Will look into funneling people to the website and building a following. The account can be reached at this link:* [*http://twitter.com/PAUSATF\_Found*](http://twitter.com/PAUSATF_Found)*. Director can send announcements to Shannon or go to twitter.com and send it out directly. You don’t need a Twitter account to do so, and add the link to the twit.*

F.        Work on including our Foundation on similar websites, e.g. San Francisco Marathon. *See John Mansoor’s email note of 12-20-13 attached to the meeting agenda. Please review before next meeting. George will contact Sean Laughlin about the possibility of putting a Foundation comment on meet results.*

G. Status of Action Items from Dec. 16 Meeting:

1.Bill for teleconference **Dennis** *Bill sent to Steve and paid.*

2. Auto pay **Steve** *(See C. above)*

3. Pay Pal **Stev**e *(See C. above)*

4. Donation and Grant Forms Electronic **Dennis** *Grant Applications reworked. Dennis will send out for review. See V.A.2 below for discussion.*

5. Transfer PayPal information **Denni**s *Working*

6. Procedure for paper work for donations **Steve** *Steve will update procedure 7 to conform to what he did in December for review before the next meeting in June.*

7. Fund Raising Clinic Information **George** ***(Done, email 12/16)***

8. Foundation Information Brochure **George** ***(Done, email 12/16)***

9. Review Fund Raising Clinic Information **Al**l ***(See IV. A. below)***

10. Officials’ Clinic Handout **George** ***(No progress, delete)***

11. Twitter account **Shannon** ***(Done 12/16)***

12. Review Operating Procedures **All *(No Comments received)***

 V.       NEW BUSINESS

             A.        Discussion - Master plan for fund raising for the Foundation

                        1. Fundraising clinic information *(Deferred to June Meeting)*

            B.         Items for the June 16, 2014 Agenda  *See Action items.*

VI.        On-going special projects occurring at our meetings:

            A.        Review of Operating Procedures – revisions/editing/education

1. Articles 7 – 9 – review

*Donation Procedure Article 7 to be rewritten and sent out by Steve for review so that it can be approved at June Meeting.*

*Steve and Dennis to update Procedure 8 If needed and develop draft budget for review at June Meeting. Sent out for review at least a week before the meeting.*

*Steve and Dennis to develop plan for Grants and Fund raising in support of budget and update Procedure 9 as a result for the June Meeting.*

                        2.         Grant Application information within Operating Procedures.

                                   Article 12:  Olympic Athlete Training Grant – review *Dennis will send out all the grant applications he has updated and all Directors will send back comments before the next meeting so a final version can be approved at that meeting in June.*

VII.       Next meeting:

*Our next regular meeting will be held on* **Monday, June 16, 2014 at 6:30 PM**.

VIII.      Adjournment

*Motion to adjourn was made by Steve and Seconded by Shannon, Vote was unanimous at 8:14 pm.*

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Before our next meeting on June 16, 2014 at 6:30 PM, the following will be completed and by:

1. Dena is going to see if she can determine the problem with the PayPal connection to the website. Steve is also working with someone at Sac State to find a workaround.
2. All to look for possible Director candidates and send Dennis names and how they might help the foundation.
3. All to review John Mansoor’s email note of 12-20-13 attached to the meeting agenda before the next meeting.
4. George will contact Sean Laughlin about the possibility of adding a Foundation comment on results web page.
5. Steve will update procedure 7 to conform to what he did in December for review before the next meeting in June.
6. Dennis to send reworked Grant application to Director and Directors to give feedback on format and content so that final approval can be done at the June meeting.
7. All Directors to review Fund Raising Clinic Information attached to meeting notice and be ready to discuss and help develop fund raising and grant proposals for 2105 at June Meeting.
8. Steve and Dennis to update Procedure 8 If needed and develop draft budget for review at June Meeting. Sent out for review at least a week before the meeting.
9. Steve and Dennis to develop plan for Grants and Fund raising in support of budget and update Procedure 9 as a result for the June Meeting