

## ENYE BOARD MEETING MINUTES

Friday, January 31, 2014

### I. Welcome

The meeting was called to order by Tony Normore, Chairman of the Board at 6:15 pm. The meeting was held at Toni Normore's house. The following Board members in attendance: Tony Normore, Sara Silva, Kim Hughes, Cliff Seymour, and Stefanie Holzman.

### II. Review and Approval of Minutes

The minutes from the Dec. 5, 2013 meeting were reviewed by the Board members. Kim passed a motion to approve the meetings as written. Cliff seconded the motion. The motion was approved unanimously.

### III. Financial Review

Sara is still in the process of reconciling the books. We are still overspending beyond the budget, but we are closer to being able to fund-raise as our 503(c)3 is near approval. We still owe on Kim's personal loan approximately \$6,000. Anything that is not in the reimbursement plan from YouthBuild CA is paid from these funds. We need a long term sustainability plan.

### IV. Old Business

#### A. CPA

- a. 990 - We've finished the 2012-2013 fiscal year. It needed a very small revision which will be done prior to the submission which will be due on 2/15/14.
- b. Quarterly reviews – January. There is no report as there is nothing to do yet.

B. 503(c)3 – We received a letter from the IRS in December that asked one question. Our attorney addressed the concern. Right now we're waiting for the formal approval from the IRS which is due in the first week in February. The activation of the 503(c)3 will be retroactive to the day of application which was Jan. 4, 2013.

C. Website/Social Media – We are underutilizing as we are waiting for the 501(c)3. We are using the website as a marketing piece; however, we need to discuss how to increase this as part of our marketing piece. We may need to find someone with more time to actually work on the website.

Facebook is doing well. Kim and Sara use the announcements on Facebook to communicate with the students. They can also see who's looking at the information we are posting. The Board needs to join Compton YouthBuild Facebook page and request to join the page.

- D. Fundraising - We still need the 501(c)3 to really begin to do this. Stefanie indicated that she will provide additional information about fundraising based on the information she learned at the Long Beach Nonprofit Partnership training. At the meeting that Kim and Sara attended, they were told that they need to set aside at least 6 hours per week for fundraising – 3 hours for research and 3 hours for writing.
  - E. Sustainability plan – We do not have a sustainability plan as we wait for our 501(c)3.
  - F. Workman's Comp – As reported last meeting, the student aide receives \$10,800/ year for 20 hours of work per week. We cannot afford Workman's Comp, so instead the aide will receive a 1099 form and we will do her taxes. We will pay the payroll taxes for the aide. In addition, we have changed payroll services from Well Fargo to Payroll Management Solution.
  - G. Building for Sale – Currently the owners of our current residence want to sell the building. It appears that there is a group of non-profit agencies are interested in buying the building. They have indicated that they would like YouthBuild Compton to stay in the building. However, in order to be in a position of power, we are currently looking for another place for the school. We'd rather not move.
  - H. The Big Picture – There was a call to action from the mayor's office to faith and non-profit based agencies. The mayor would like to change the city just as Paramount did in year's past. There are approximately 200 churches within a 10 square mile area of Compton. If each church took several blocks and focused on changing them, the entire city would change. The Mayor asked what these groups need. Kim and Sara will contact with mayor with their thoughts.
- V. Open Forum
- A. Fundraising Workshop – Stefanie attended the Long Beach Nonprofit Partnership presented by Andy Robinson. She gave the Board a brief

overview of the information from the training including the data about where to find money and how to ask people for money. The Board decided to hold a special meeting to practice how to ask for money. The meeting is scheduled for February 21, 2014.

- B. Grants - Upcoming - After Stefanie discussed what she had learned, the Board decided to discuss grants after the special meeting on Feb. 21, 2014.
- C. NDA – National Director’s Association, YouthBuild USA– Kim and Sara just returned from the NDA meeting in Virginia. They were able to meet with the founders of YouthBuild USA. This meeting was an opportunity to review the past of the organization, and what’s happening now. In addition, they learned about the current legislation which may affect YouthBuild. The meeting was also an opportunity to share and learn about what other organizations are doing.

Both Sara and Kim have been in contact with the national organization as the reputation of Compton YouthBuild has spread. (Deservedly so as Kim and Sara have worked so hard for the kids). The Founders of YouthBuild asked to come to Compton YouthBuild to observe the school. They were there for over two hours. Now the meetings which were traditionally held at a large hotel, costing much money, will be held at Compton YouthBuild.

#### VI. Next Steps

- A. Board involvement – As we learn more about fundraising, the Board will need to become more involved in Compton YouthBuild.
- B. Next meeting
  - a. The next meeting will be on May 9, 2014 which will be the annual meeting. We will submit names for potential new Board Members.
  - b. The meeting was adjourned at 8:15 pm by Tony Normore.

Respected submitted,

Stefanie Holzman, Ed. D.  
Secretary, Entre Nous