

BOARD MEETING MINUTES

Friday, November 30, 2012

- I. Call to Order and Minutes Approval
 - A. The meeting was called to order by Tony Normore, Chairman of the Board at 5:41 pm. At the meeting at Tony Normore's house were the following Board members: Tony. Normore, Sara Silva, Kim Hughes, Cliff Seymour, Toni Issa Lahera and Stefanie Holzman.
 - B. Minutes from the Aug. 24, 2012 meeting
The minutes from the Aug. 24, 2012 meeting were reviewed by the Board members. Stefanie made a motion to accept the minutes as written. Cliff seconded the motion. The motion was passed unanimously by the Board.
- II. 501(c)(3) Update
 - A. Sara reported on the status of Entre Nous' 501(c)(3)'s application. All the documents have been submitted to L.A. Legal Aid. Kim and Sara revised the application as suggested by L.A. Legal Aid including a narrative of the actual work of Entre Nous. The application will be submitted to the IRS during the first week of December 2012. A complete copy of the application will be sent to the Board for review. As per the IRS rules, once the application is submitted, Entre Nous may be considered a 501(c)(3) with the stipulation that the application is pending.
- III. Consulting with Youth Build Charter School – Vendor Service Agreement
 - A. Sara reported that the vendor agreement with Youth Build Charter School be reviewed by the Board. She stated that Entre Nous' attorney recommended that Kim and Sara be put on the payroll of Entre Nous to make clear that the Youth Build Charter School is contracting with Entre Nous for Sara and Kim's services. (See IV E for motion on this matter).
- IV. Employee Compensation
 - A. Kim and Sara have been investigating payroll services for Entre Nous. While they've seen many companies, they narrowed the choices down to two: 1)Costco and 2)Wells Fargo. There was a slight difference in the price between the two companies. However, Entre Nous already has a banking relationship with Wells Fargo and all the fees for services are included in the monthly fee (with the exception of W-2s which have additional fees). The approximate cost is \$58 per month. Wells Fargo will do all the financial payments including tax payments.

- B. Stefanie moved that Wells Fargo becomes the financial service company for Entre Nous. Cliff seconded the motion. The motion was passed unanimously by the Board.
 - C. The Board discussed the salary for Kim and Sara as employees of Entre Nous. The salaries will be retroactive to July 1, 2012 when the contract between Entre Nous and Youth Build Charter School became effective. The contract states Entre Nous receives \$5,000 with incentive bonuses for increasing the size of the program. The Board discussed the possible compensation for Sara and Kim.
 - D. Toni moved that Sara and Kim become employees of Entre Nous and that each receive \$2,000 per month as their salaries from Entre Nous retroactive to July 1, 2012. Tony seconded the motion. The motion was passed unanimously by the Board.
 - E. As soon as the contract with Wells Fargo is completed, Wells Fargo will begin the distribution of salaries to Kim and Sara including the tax liabilities from July 1, 2012.
- V. Youth Build USA Affiliation
- A. Letters of Support
 - a. Sara reported that the Youth Build USA Affiliation Application has been completed and will be mailed prior to Dec. 31, 2012.
 - b. To complete the application, the Board needs to solicit letters of support of the application. The Board agreed to support the application. The first letter of support from Noe Orgaz from the Youth Build National Alumni Council has been received. The Board discussed others who would support the application. Sara and Kim will follow through on obtaining these letters.
 - c. The cost for the Youth Build USA Affiliation application is \$50. If the application is accepted there will be additional fees.
 - B. In-Kind Donations
 - a. Sara and Kim reported on the in-kind donations that Entre Nous has already received. Some examples include assistance in the creation of a Website for the company, and teaching time at Youth Build Charter School as solicited by Entre Nous personnel.
 - b. The Board discussed other personnel who might be able to provide in-kind donations of time, programs, and assistance.
- VI. Next Steps
- A. Marketing/Visibility/Business Plan
 - a. The logo has been finalized.

- b. The website has been created (through an in-kind donation).
 - c. Currently, Kim and Sara are working on the marketing materials
- B. Fundraising Spring Campaign
- a. Fund raising will begin in the spring.
 - b. The Board discussed some novel ways to raise money including writing grants. Serious grant writing will begin as soon as the 501(c)(3) application is approved.
- C. Financial Reporting – January 31, 2013
- a. The Board received a draft budget from Entre Nous beginning from June 1, 2012. The \$7,500 needed for this current fiscal year has been met. The Board will get the final draft of the budget by January 31, 2013. This will be an agenda item for the Feb. 2013 meeting.
- D. Next Meeting
- a. The next meeting is set for Friday, Feb. 23, 2013. Location is to be determined.
 - b. With no more business items, Sara moved that the meeting be adjourned. Kim seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:43 pm.

Respected submitted,

Stefanie Holzman, Ed. D.
Secretary, Entre Nous