

BOARD MEETING MINUTES

Friday, February 22, 2013

- I. Call to Order and Minutes Approval
 - A. The meeting was called to order by Tony Normore, Chairman of the Board at 6:18 pm. At the meeting held at Toni Issa Lahera'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 Nov. 30, 2012 meeting
The minutes from the Nov. 30, 2012 meeting were reviewed by the Board members. The following changes were suggested: EntreNous is to be written as one word as is YouthBuild. Toni made a motion to accept the minutes with the revisions. Cliff seconded the motion. The motion was passed unanimously by the Board.
- II. Old Business
 - A. Accounting Software – The accounting software Quick Books for non-profits was purchased and the accounts are up to date as of January 1, 2013. The software will automatically write a thank you letter to anyone who donates to EntreNous. Letters for in-kind work can also be generated.
- III. New Business
 - A. 501(c)(3) Update – The application for the 501(c)(3) status was submitted on Jan. 4, 2013. EntreNous received a letter from the IRS indicating that the application for the 501(c)(3) non-profit status has been received and is currently under review. It may take up to 90 days to hear about the final status. Now EntreNous can now state that application is pending for a 501(c)(3). (See attached).
 - B. Employee Compensation – Sara explained that the employees have been paid on the first of the month, but that money doesn't come in until after that which puts the budget in jeopardy. She asked that the Board change the date to pay employees to the 15th of the following month, effective February 15, 2013. Toni so moved and Cliff seconded the motion. The Board approved the motion unanimously.
 - C. Delinquent filing of the 990 form – EntreNous was delinquent in filing Tax Form 990 at the end of the fiscal year 6/30/12. Sara spoke with the CPA from Long Beach Nonprofit who helped her with the form. As EntreNous

had no assets at the end of the fiscal year, all the line items were 0 so there will be no problems.

Sara feels that EntreNous needs to have a CPA on retainer to assist with these kinds of problems. The cost is \$2,000 per year, but the firm which she has been in contact with has agreed to a monthly fee instead. EntreNous will form a partnership with them when the budget allows it – after the fundraising in the spring. They will also be able to provide assistance for any audits.

IV. YouthBuild USA/ YouthBuild Charter School of California (YCSC) Updates

A. Consulting with YouthBuild Charter School of California

1. There are currently 15 non-profits which are affiliates with YouthBuild USA. YCSC contracted with Sara and Kim to assist in the implementation of the expectations of the YouthBuild USA for a charter school. Kim went to the YouthBuild USA National meeting. The YES director also went, one of the YouthBuild USA affiliates which is also associated with YouthBuild Charter School of California. Kim, representing EntreNous, indicated to YouthBuild USA and to YES that EntreNous is very interested in becoming an affiliate of YouthBuild USA.
2. YCSC Board Presentation – Sara and Kim will be presenting to the YCSC Board in the next few weeks. Specifically, they will explain to the Board how they have created a strong program by starting out with a smaller number of students than what the original budget expected. This put the budget in deficit as the lower number of students is not generating the expected income. However, as a result of their hard work, they have retained more students and have had many fewer problems than other schools who have a larger student population

B. Affiliation Paperwork with YouthBuild USA –

1. EntreNous has received two new letters of recommendation for the application to be an affiliate of YouthBuild USA. One letter is from the Inyo County Superintendent of Schools, Dr. Terence McAteer. The second letter is from James Smith, Founder/CEO/President of Y.E.S. Youth Employment Solutions, a YouthBuild USA affiliate. (See attached). Currently EntreNous has a total of three letters of recommendation.
2. YouthBuild USA asked that EntreNous not submit an application to be an affiliate until the next round of applications in May. Sara and Kim will try to submit the application around the middle of March.

3. Real Estate – Kim and Sara are currently looking for a new place for YCSC as the cost of the current place is very expensive. The current rent is \$6,000 per month. In addition, they would like a larger place and one in which supervision of students would be easier. They have begun the discussion with Tamarind Church in Compton which would be an easy place for their students to get to as well as has the space for a good school. (There have been schools in this site before). The people from the church asked many questions and Kim and Sara will continue the dialog with them about YCSC and the need for the space. They may end up contacting a real estate agent to assist them in looking for a new location for the school. There may also be space available on Compton College. They will look into this possibility, too.
4. Challenges and Political Climate – The Board discussed the challenges of this non-profit becoming a YouthBuild USA affiliate.

V. Next Steps

- A. Marketing/Visibility/Business Plan- A core belief of the members of EntreNous is that this organization presents itself as a professional group, that “showing is as important as talking”.
 1. Website- The shell of the website is currently in place. EntreNous currently owns the domain name. Work will continue on the website very soon.
 2. Brochures – Sara shared that she has worked closely with a very professional marketing agent who can assist EntreNous in creating an effective brochure. The cost would be \$60/hour. Sara and Kim would create a mock up and then go to the marketing agent for assistance.
 3. Business cards – Business cards are done. They are very professional looking and have a QR link to the website. (Hence, the need for an active website).
 4. Social media- This is the last of the marketing plan.
- B. Sustainability Plan
 1. Fundraising Spring Campaign (passive vs. active) Brainstorm ideas – In the business plan EntreNous will need to indicate how to sustain the organization. Fundraising will be crucial. A suggestion has been that a passive campaign where an invitation to send money without having to “get off the couch” – no need to put on make-up, a girdle, eat terrible chicken, etc. We don’t really want to spend money to make money. We all have lots of contacts so we might just email our contacts.

Another suggestion is to have kids in the program “tell their story” and then embed it in an email as part of the fundraising. Funders could also adopt a grade level and “watch the kids grow”. The Board will continue to think of ideas for fundraising possibilities.

2. Crowdfunding – Some other non-profits have partnered with Cash for Causes for Run/Walks. The application fee to participate would be split between Cash for Causes and EntreNous. It’s just one of many possibilities for fundraising.
- C. Next meeting – The Board agreed to meeting on Friday, May 3, 2013 at Tony’s house. The date of the meeting was revised due to schedule conflicts and the Memorial Day Weekend. Toni moved that the meeting be adjourned at 8:30 pm. Cliff seconded and the Board unanimously agreed.

Respected submitted,

Stefanie Holzman, Ed. D.
Secretary, EntreNous