

TSDF Annual Board Retreat
9/19/14

Outline:

Opening

Carol's presentation.

Claire and Diana's presentation.

Task Force Committees breakout session

Task Force presentations

- a. Strategic Alliances
- b. Funding Initiatives
- c. Community Awareness

Funding discussion

Group report back of potential donor lists

Base Camp overview

Budget Proposal

Opening

Amber- Good morning! Thank you all for coming to today's first TSD Foundation annual board retreat. I am happy to see so many people here today. It has been an honor to serve on the Board as president. And, I truly couldn't do any of this without the assistance of Carol, Cindy and the rest of you. I truly appreciate all of your relentless work.

When we talk about the future, I want to first discuss all of the things we have done this year. We are excited to welcome six new board members to the foundation. In addition, we have also expanded our advisory board. We have hired a strategic planner, Jeannie Marie, and she has done an amazing job. Other accomplishments include developing our website and new logo. Events such as the Diamond Gala, Amplified Austin, and I live here I give here are all events that are continuing to expand in scope thanks to our efforts.

Having said all that we have accomplished, I am going to implore you all to do more because I know that we can and we will.

Amber read the Article IV: Purposes

These are the original bylaws and goals we have set as an organization. They constitute the foundation of who we are as a board. I think we have done an amazing job keeping our focus while continuing to expand our focus for this school and the kids we support.

Another upcoming goal is to expand our board capacity and development. We have set up a board development committee including Liza Chabokrow, Michael Moody, Jack Busenbark, and John Hodnett. This committee will meet and begin to vet new board member candidates.

If anyone else would like to be on that committee please come see me.

Today, we will be developing our annual calendar of events. Our goal is keep all of each other in the loop about our shared or separate events and committees. We will also be identifying perspective donors and reviewing our proposed annual budget.

Lastly, I would like to thank Carol Richards for her hard work and dedication. In recognition we would like to promote her to Executive Director.

Thank you all very much

Carol: Thank you!

First of all thank, you very much. I am honored and thrilled to be serving as Executive Director and could not have done all of this without you all.

Before we begin, I would like to discuss a few pieces of business.

I would like to thank Cindy Lee for her work as assistant to the Executive Director and foundation.

Also, Parker Dority is here today taking minutes for our board meeting.

Agenda business items that will be postponed until the October meeting include: headshots for website and the approval of meeting minutes from August and today.

Next month's meeting focuses on how all of the board members can get connected on social media.

In your folder there is a board member agreement paper. If you have not already signed this please do so and give it to Cindy or me by the end of the day today.

We have the new business cards ready today. The advisory members' cards will be ready for the October meeting.

Carol's Presentation

Additional notes to Carol's presentation listed by slide:

Corporate Partner Program-

There is a Corporate Partnership brochure included in your folder. This document may be subject to edits.

Friends of the Foundation Campaign:

We will be collecting the list of 5-10 contacts from each board member. Please email your list by Monday September 22nd.

New and Improved Events-

The Kendra Scott event- This event is ideal because it does not include a lot of planning. Kendra Scott will send her own evite in addition to providing drinks and appetizers at the event.

Other changes- The Spooky Skedaddle admission is now free in hopes to increase attendance. The folder includes 10 flyers each board member is asked to distribute. We also ask that each board member commit to bringing 5 attendees.

Liza Chabokrow- For anyone who cannot attend the Kendra Scott event but would still like to purchase something you can view the merchandise online and call in to place your order.

Carol- Yes, I would like to thank Liza for conceiving and planning the Kendra Scott event.

Updates by event:

Amplify Austin- The Anderson foundation has agreed to a \$5,000 dollar match. Is anyone interested in joining a committee to work on the Amplify Austin event?

There will be an opening night party for Amplify Austin at Freddie's'.

Diamond Gala- Twyla has been working to plan the event. It will be held at the Hilton Hotel. The event will have three large banquet rooms to host the casino, and dinner accommodations. Wine is being donated from John Wolf. The culinary students will again be working the event.

Lunch and Learns- The purpose of these events are to invite big donor such as:

The Anderson Foundation

PCSI (Herald Shobert from has agreed to make a \$2,500 match)

Clayton's Bank (has agreed to a \$10,000 dollar match)

The lunch and learns are also opportunities to invite new donors.

Improve Community Awareness-

New marketing materials include a one-page write up about the TSD Foundation.

There is also a half page card that is an abridged version. This card is ideal for distribution at events.

The Community Awareness task force will continue to work on community outreach ideas.

Ada Tereshinski- I think it would be a good idea to reach out to musicians coming in town for events such as ACL or SXSW. Is it possible that we could include information about TSD and the foundation in their welcoming packets when checking in to the festivals. Also, many musicians have problems with Deafness or are Hard of Hearing and this could be a way to connect and bring them in as donors. It could also be a way musicians could give back to the Austin community.

Carol- Does anyone connections within the music industry? The foundation already has a relationship with C3 Presents. But, if anyone has other connections please let us know. I will check with C3 Presents about including a brochure.

Getting Known Across the State

Publicity blasts include different types of media, newspaper, flyers, TV, and radio.

We are currently publicizing for the Spooky Skedaddle.

Diana Poeppelmeyer- When attending community forums I think it is also good to bring information that may be relevant to that group. For instance in when visiting a senior citizen's home we can bring information on how to apply for different services that match their needs. My father just got a free closed-captioned phone. That is a good example of the type of access to resources we could bring.

John- I think it would be a good idea for students to accompany board members to those community forums. People may be more inclined to donate if they meet the students.

Carol- When we begin setting up community forum visits we will ask Claire about the possibility of students attending.

CSD created out new website. It is not more interactive and ASL friendly.

Slide-

Becoming More Efficient.

For our upcoming October meeting please bring your iPhones and iPads. Our goal is to get all board members connected via social media.

Diana- I would propose sending a list of all fundraising events and requests that way people can prioritize and distribute their donations accordingly. Sometimes, donors donate in the beginning of the year but not at the end of the year. Or vice versa. A list would help people decide which events and how much they wanted to donate for each fundraiser.

Claire and Diana presented on what is happening at TSD and how the foundation can support the school.

Ryan- The TFC is going to the legislative to petition for facility upgrades. The request should have been made for only the deferred projects not the day-to-day requests. When we go to testify I will be there to assist them.

Brad- Would you mind explaining the needs for Hispanic families at TSD?

Carol- Hispanic families constitute 33.4% of TSD. These families require a lot of support. The Hispanic students also tend to be residential students. If these students have problems arise we have a family liaison that contacts the family. This individual also interprets at IEP and ARD meetings. Right now we only have one liaison and are in need of hiring a second position.

In the outreach department we have a part-time contract liaison working but we would benefit from another full-time staff.

Amber- In regards to the Hispanic families at TSD, like Brad mentioned, we should consider outreach to areas such as El Paso, the Valley, and Brownsville, etc.

Diana- TSD brochures should go out to school districts at annual IEP and ARD meetings for Spanish speaking families in areas like Dallas, Fort Worth, and the Valley. We should consider where families move for jobs and target those as areas of outreach. As you mentioned, Maria works as the part-time family liaison and we could use a full-time staff. There is definitely a growing need.

Ryan- Will technology access for varying ages be a focus for TSD this year?

Claire- We are hoping to expand the iPad initiative. However, technology is expensive. Costs not only include the IPAD but then the additional costs of APPS. We will be focusing on supporting the Robotics program this year. We plan to buy advanced kits in hopes to expand the program.

Carol-

The calendar in your folders are color-coded. If you want to join and planning committee you will find their meeting times listed. It would be nice to have board members at the planning committee meetings.

Liza has been working on the Spooky Skedaddle.

Mark Seeger has been working on the Cocktail Party.

This past Sunday, Liza organized a both at the Heal Kenya run.

Liza- 31 TSD students from the volleyball, track, and football team will be running.

Carol- I will let the board know of any changes to the calendar. The new board meeting dates are on this schedule. The meeting days changed to accommodate my participation in a leadership and management program at ACC.

Task Force Committees breakout session

Jeanne Marie- Thank you for coming. Now we will meet in our small task force groups. Today we will use the time we have to finish your yearlong plans you began developing last meeting.

On the wall is a yearlong calendar. We have color coded committees and events. Once we have events planned and posted it is important to know when events are overlapping.

I will pass out the task force description you all have developed with your strategy initiatives. The other form details the action, the point person, a date, and desired outcomes. You all will be presenting on this when you finish meeting.

When presenting please address:

1. Please name a chair person
2. Explain when the committee will be meeting during the year. We ask that each committee meet once per month in addition to the board meeting. Please fill out the green paper I am passing out and post it on the calendar when completed.
3. Major action items- Explain your target dates and what you will need to succeed. Will you have budgetary needs? Please complete the "We will be rock stars if" section. This means how will you go above and beyond your action item. Focus on three or four action items. You can also include ongoing and broad work you have been doing already.

Brad- When developing budget items let me know the cost but also the time line for the item.

Jeanne Marie- If you know a specific amount for the budget please tell Brad towards the end of your task force meeting. At the end of exercise you will be able to see a snap shot of what you will accomplish for the year. We will take the information and transfer it into the monthly calendar.

Task Force presentations

Strategic Alliances:

Dianna Velasquez presented.

We have voted Hal as our chair. We plan to hold out committee meetings before the TSD foundation meetings every month.

Our areas of focus are: the robotics program, hospitality/culinary school, and automotive program.

Robotics- We would like to reach out several companies that students can work with to gain real work experience.

We would like to get our grant proposal out ASAP.

What we ask TSD to increase participation in these programs. That way when approach companies to partner with we will have a full group of students in the program.

By January we would like to have 10 TSD students, 30 students externally, and 20 students in the summer program 20.

If we increase participation in these program we are will be more successful bringing in companies to partner with.

Automotive- The paint booth is working again. The school is looking to hire a new auto body teacher. We need another full time teacher to better serve more students. At first, TSD wanted to post the job opening for January. We will try to hire a teacher before then.

We will talk with ACC and formalize/strengthen our relationship with them. We will also continue focus on the dual credit program.

We will reach out to small auto body shops and Crocket high school.

We will be in contact with ACC by the October meeting.

Hospitality and culinary program- We are at a little bit of a stale mate. Before October, we will meet with TFC to figure out the cost of building a new kitchen. When we determine that we can move forward. That's all for our meeting. We have a lot of work to do!

Jeanne Marie- And your measure of success?

Dianna-

For the auto body:

We will come to a formal agreement with ACC.

Hire another full time auto body teacher at TSD.

Robotics:

This depends on how many students we have in the program. Our goal is to have 10 students on campus, 20 summer students, and 30 external students.

Hospitality:

Determine cost for the new kitchen.

Jeanne Marie – Are there any budget needs to move forward?

Claire- Brad should have the robotics request for budget items.

Jeanne Marie - Do you need any committee support?

Dianna- I don't think so.

Funding Initiatives:

Brad- I have already met with Claire to discuss general TSD needs. We need to identify where we can fill the gaps in the budget that the mini-grants will not cover. Once the mini-grants are decided we will meet to determine where that additional funding will come from.

We will meet again in November.

For October:

So that the funding initiatives can better understand and support the needs of the other task forces we would like to meet with all the chair people from each committee. We propose meeting for coffee. Our goal is to foster open communication. We would like to meet this coming October.

It is important for the funding initiatives to understand the changing needs of TSD. Because unexpected things do sometimes arise, we would like to meet 2-3 times a year to get updates as needed.

Will meet again in February. Diana will get updates from TSD staff about budgetary needs and keep the committee informed.

All of these things will allow us to communicate better with each other task force.

March-

We will meet with TSD leadership and discuss their proposed needs. This will help us include TSD staff and member feedback

June-

We will meet again as a task force to discuss updates from TSD.

The ad hoc committee of each chairperson will meet once again around this time. The meeting will either be before or after the foundation meeting. In general, we feel it is important to have open communication among the task forces.

Brad is the chairperson.

Carol- What are the initiatives that your committee is proposing that the foundation can support you on?

For instance, last year you proposed the 0-3 years old technology initiative and your outreach efforts.

Brad- Yes, we have it here but have not passed it out yet.

We still need to finalize it.

Our areas for focus are:

Career preparation

College readiness

Technology ready

Staff and student support

Outreach with Ercod and continuing the 0-3 program.

Our goal is to have this ready before base camp. It is good to show the different needs but at the same time when needs come up we need to be flexible to secure funding from elsewhere.

Diana- And what about the \$15,000 dollars this year?

Brad- That is a part of our budget discussion now.

Carol- The one page describes TSD still has the initiatives from last year. We need to update it. Can you or Claire, or someone, write up your initiatives so we can include them.

Claire- Sure.

Carol- You mentioned career and college readiness. We will need to take out the paragraph on early identification.

Claire- Will work on that

Carol- Can you have it ready by next week , please?

Brad- We are discussing with Carol and the staff about the Diamond Gala. We will work on goals associated with initiatives so that we can have them ready to distribute.

Carol- The Diamond Gala needs to have initiatives drawn up by December so that we can print them in January. Can we meet in November or December?

Brad- That will be right after the mini-grants.

Carol- Ok, let meet in November and have them ready before December because we will need to print the invites. Also, we will send out sponsorship letter at the end of September. So, really, we need the 4 initiatives ASAP.

Brad- Go ahead and email me.

Carol- Can we meet in October for the Paddles Up event?

Liza- It would be better to meet in November. That way we can figure out what will be funded in October and then meet after that.

Carol- Ok, we will plan for that.

Liza- At the end of November?

Amber- Just to clarify, the 4 items you will focus on are initiatives right?

Brad: Yes. But our initiatives are the more high level goals. The specifics we will develop with Diana and the TSD staff based on what they share during Base Camp.

Claire- Jack and I agree, that we need initiatives. But, for paddles up it may be better to have something visible and tangible. That is usually what is appealing to people. Last year, some people donated because they saw specific examples. Moving forward towards paddles up, we need to pick one-time things that touch the heart and have the sex appeal, to get money.

Community Awareness-

Jack- Good morning, everyone. There are only 3 of us here today.

The 4 goals for the year are:

1. Advocating and working together for legislature- this is ongoing without a deadline. The legislative session will continue until May. There is no cost item for that.

TSD's hands are clearly tied and can't speak freely about these things. But, the foundation can be more outspoken in advocating at the legislature.

2. We will network with different Deaf groups and organizations around Texas. We want to increase the number of Deaf and Hard of Hearing people at the Diamond Gala. Most attendees tend to be from Austin. We recognize that it is better to reach out specific invitations to people from other cities in Texas.

We will target cities with strong Deaf communities like Dallas. Also, we think it is important to attend the events happening in their communities as well. We plan on sending board members to such events. Hopefully, this type of outreach will help of secure more donors and supporters.

The SECC, state employee charitable campaign, is an option for funding. But, we are unsure of when the to apply.

Keena- I think it is in January.

Dianna- I thought we couldn't apply for that because eligible organizations are required to give a way a percentage of their money.

Brad- Could we get clarification on that information?

Claire- Yes.

Jeanne Marie – Do you mean you will get information related to the foundation or TSD.

Claire- The foundation.

Jack-

3. TASB is an agency for school board members. There are also two other state associations that are fairly powerful that we could partner with. Again, TSD and Ercod have a limited scope of power within the community. But the TASA foundation is more flexible. We plan to go to TASA meetings and advertise. The TASD conference is next week but there may not be enough time to organize around that.

John Blazier- Keith, will help me set up a sponsorship for 3-4 students, from auto body, with Howdy Honda this summer. This is an example of how the task forces can work together.

Also, there will be to be inter-task force collaboration when working on the culinary and robotics programs.

Jack- Yes we need to discuss more about that.

Jeanne Marie - One thing we have discussed that will help long term is to establish a process for promoting events. What does the time line look like before and event occurs? We need to set up a standardized time line for promoting events. Is your task force willing to take that on?

Keena- Ercod already has its time line for promotions. We can also, if able, add media to the marquis.

Jeanne Marie - Maybe we can just augment the time line already in place. Also, broaden it to include different outreach opportunities like services organizations and other groups that may be willing to help.

Amber- Do you have a system to a system to publicize to students on campus as well?

Keena- We are developing a plan now. We have not yet contacted student groups or staff.

Liza- I think all board members, regardless of if they are on the outreach committee should commit to bringing 10 people to each event. General promotions are important but person-to-person advertisement is always valuable. Reaching out to a friend and inviting them to an event is much more meaningful than sending an email.

Board member comment- I agree with Jeanne Marie about needing a time line for promotions. I remember that two years ago we videoed Jack signing a promotion for an upcoming event. It would be nice is things such as that could be included in our standard promotions.

Jack- We are meeting with Brandy on the 30th to film for the 5-k but it might also be an opportunity to film a promotion for the Diamond Gala, as well.

Amber- We also have access to CSD's production team. Our goal for the new website, is to be more Deaf friend and have more information accessible in ASL.

Jeanne Marie – Did your committee decide on any regular meeting times? And what were your measures of success?

Jack- We have not decided, yet. Since the entire committee is not here we will decide over email.

Our measures of success-

To support TSD at the legislature and push for 3 exceptional items to be approved.
We will continue our outreach for donors before fundraisers occur.
We will become members and partner with TASA and TASB.

Jeanne Marie - There is always the partnership in education with the Strat Alliance. In terms of robotics and automotive, when do those efforts need to start if the group is going to support you all in that?

John Blazier- And three students for the summer auto body program.

Jeanne Marie – So October for outreach and then continue in early spring if we are focusing on the summer program?

Michael Moody- Also we will need to be in early spring for the robotics summer program.

Jeanne Marie – So I will put your meeting time down as TBD.

Ada Tereshinski- I'd like to mention that last year people wrote hand written thank you cards. But, there were some complaints around that. With new website is it possible to have a special thank you page or category on the site?

Brad- There is one on there now.

Ada- Maybe we could thank them by sending a special note but also a link to the website. Last time, we appreciated the time and energy but it is also important to make a good impression. And, we want people to see the website.

Funding discussion

Jeanne Marie - Great ,thank you! I apologize for being so detailed oriented but I think it will make it easier through out the year.

I want to discuss fundraising. Carol and her team have set specific goals around fundraising.

So, this morning please help Carol by brainstorming an annual support process. I will briefly explain then we will discuss more.

In small groups please discuss your sphere of influence. Look at our list of corporate donors and then try to figure out who may be missing.

One of the things that I have noticed, over the last 20 years, is that people donate to what they are passionate about but also they donate to people that they have a personal relationship with.

I know that you all are very good at creating energy around events. And, that is great. But events are a lot of work. Every dollar that you raise 50 cents goes to the event you are planning. That means it is not always the best way to fundraise. Of course, sometimes, for instance events like Paddles Up can be a great way to fundraise. But, I want you to consider building a list of prospects, based on your relationships, that we will ask to support amplify Austin.

Anderson foundation- Will provide a \$5,000 dollar match. Last year, they matched \$2,500. So, this year if we are successful in meeting that match we will already have \$10,000.

Also, we ask that you all identify 5 people to donate that you are willing to follow up with.

Amplify Austin is an event that is already being produced and promoted. It is a good opportunity to utilize for maximum fundraising.

If we are willing to work within our own sphere of influence we will magnify the results. So, please think about that.

Facebook and email blasts are important but what I would like you all to focus on is your face-to-face interactions.

This approach is time intensive and intentional.

I just want to plant that seed in your mind. I feel like our opportunity here is leveraging your own relationships outside of events. Sitting down with someone and explaining their possible impact and invite them to make a specific gift.

Hal- When meeting face to face it is always easier if we have talking points.

Jeanne Marie – If the board embraces this strategy my recommendation is to come up with an “elevator speech”. A one page typed marketing piece that will explain what they are donating too. I do this all day long with diff organizations and this approach works. Face to face will yield 90 cents to 1 dollar. Once you use the 7-touch system of contacting and working with a donor it is an easy process.

Ryan- Are we using the CRM again? The database management system that we can enter information such as if a person has been contacted or not.

Jeanne Marie -There is research that demonstrates that reaching out to a donor 7 times a year will help them become more invested. But, it must be an intentional outreach explaining the success and our thanks. This process is spread out throughout the year. If you are trying to bring one donor to another donor level you may invite them to another event or such.

Brad- Yes, we do have a CRM. Amanda Ogden is the person that enters the information every time we get a donation. Two years ago, there was a summary report but I haven't seen anything since. Maybe we should meet with Amanda again.

Carol- Yes, we know how to use the sales force to keep track of whom we have talked with. If you all contact someone you need to let us know. There are only a few people that have access to that program.

Ryan- We need to decide what info we need and then upload it in CRM. We need to let you know whom we are contacting and where we are in the process.

Carol- The Community Awareness task force can help come up with that process of sharing information and keeping track of donors.

Jeanne Marie - I can help too with that, as well.

Ryan- We could have a list of potential donors then match each donor with a different event. Then we could have a process for outreach and working with that donor. Within that process, we would let you all know and you could help us keep track of that information and where we were at in the process?

Carol- Right and each board member would do those steps

Ryan- Yes, we can identify where we think donor is in terms of the process and donation level then share that contact information. This can be an effective tool to make sure people are followed up on.

Another thing, I think we should make 2 min video pitch. The video could have the students signing in it. Then, it would be easy to pull the video up on our phones and then they would have the option to donate right then. I recommend we work on that.

Claire- I will forward you a similar video that you can use. We just made the video. As you mentioned, it includes students in the video.

I want to say, that I am happy to hear you explain all of this. I do think that is the missing piece and I am concerned about donor cultivation.

Jeanne Marie - I want our board to work cooperatively. Now, I want us all to work together on this. Sometimes, when working in small groups not everyone is involved. I want us all to agree on this process, and then as things become solidified, we can continue working from there. I thought it would be better for us to brainstorm cooperatively then the financial planning group can continue to develop the list from there.

Claire- Our endowment, and Hal, have increased their donation but it is still amongst the same three donors. Six years ago, we got the money and transferred it to the foundation because we could utilize the money better. But, now we need more donors.

Jeanne Marie – Usually, when you have a one on one process in place you work up to a donor endowment. That is why we are focusing on annual support. Now, the foundation already has an endowment in place so that makes us a little head of the curve. When board is ready we will focus on endowment. But, I think we deferred it one-year, right?

John- Jeanne Marie you are doing great!

Jeanne Marie –I would like you all to create a list of potential donors and identify: who thought of the donor, which level of donation, and who will be the point person.

Group 1:

Ryan- We discussed Bum Philips being a potential donor as that he has a deaf family member and may be willing to support TSD.

List:

Bum Philips

Zvrs

Sorenson

Purple

Image Mico-systems

IBM

Seton

Dell

Hearing Aid distribution companies

Starkey

Cochlear Implant companies

TSD Vendors

South West airlines

Clark

Build on the Target ,Amazon smile, and Box Tops programs

RiverBend Church

Caldwell Real Estate

Merediths- is a new hotel being built in S. Austin.

The 1% program with Target and Amazon Smiles are already in place but maybe we can do a publicity campaign to raise awareness.

Group 2

Claire-

Luminex

Quantuum Tech.

Oasis

Domino's

Sonic
Fluer's
Walk up
ECK Family
(FTW) Krown Research
Saleem
Starkey
Carol Shubert (FSI)

We will also follow up on our 3 endowments.

Ryan- Do we have a legacy donation?

Claire- No, not yet.

Amber- The legacy donation is in the works. I know Danny has volunteered to work on that. But, over the course of our discussion I don't know if we can do all of this within the year.

Claire- Then we realized we needed to work with Carol Shewbert, who always donates \$30,000 dollars.

Carol- We invited him to an event last year.

Amber- What would he like? I am happy to make him a basket with goodies? I will personally deliver it! If you all think that would be a good idea let's go ahead and find out the sort of things he likes.

Ryan- In terms of donor recognition I think it would be a good idea to have the kids and an adult make up a name sign for the donor. Then the donor would have his or her own name sign. We could also hang a plaque or some other type of recognition.

Jeanne Marie - We agreed that this year we would be more purposeful about donor recognition.

Ryan- This idea is simple. We can just video the kids and a staff thanking the donor and explaining the name sign. I guarantee from there on out you won't lose him or her as a donor.

Hal - I remember when Diana came to the first meeting, I gave her name sign it and it was really touching.

Base Camp Overview

Bill Huber- Who has had experience working in Base camp? (5 people raised their hand)

This is a brief tutorial-

It is a web based management tool.

All ideas, discussions, and documents can be sorted on the website.

Base camp can manage up to 10 projects at a time.

We pay a monthly fee to have the capacity for 10 projects at once.

The program is limited to certain individuals or groups. For instance only people in a specific approved group can access the information.

Carol and I have authority to manage and modify projects, if you need help with your access please see us.

Bill gave a demonstration how to access a task force group-

Functions with in a group include:

Discussion topic

To do list

Attachments

Assignments

Add event.

When creating an event all of the members of the project will be notified by email. If you create an event but members are not at a board meeting they can be notified through Base camp.

(Once added the event will be on the right hand side.)

To-Do list Function

After a discussion and follow up has occurred you can check a box in the to-do list so members will know it has been completed.

Discussion Function-

Here is where ongoing discussion will take place. If you do not have time to check individual emails, or such, you can access all of the discussion on base camp.

Jack- Base camp is a perfect tool for us because we do not work together daily.

Brad- Also, they have an app for the iPhone. Or you can use the website.

Ryan- And, you can upload files. This feature is nice because we won't have to fill up people's email boxes.

Bill- Project updates will also be posted by topic and date.

This is a nice feature because you can access all of this information in one place at any time.

Ryan- Also, you can email specific people or respond to specific people to make sure the other board members are not overwhelmed by responses.

Diana- Do you go directly to the base camp website?

Bill- Yes.

Carol- Is the entire board is invited to the base camp group?

Bill- Yes, I added everyone from the list you sent me last month.

Carol- Did everyone receive an email with the activation code?

Amber- I got an email from you, Bill, that took me to the website.

Bill- I sent the invitation but don't know who has accessed it.

Carol- Ok, how can members activate their account if they haven't yet.

Bill- One board member declined the invitation.

Carol- Ok, but can you explain how members who didn't sign up through the email ,that was sent, can access their login?

Bill- Go to the website and sign in with a temporary log in.

Diana- This morning I go that email but there seemed to be a complication with me having two accounts.

Bill- Yes, one account had the wrong email address. We need to delete that account.

Ada- I successfully logged in. But, I noticed that I was responding to the discussion using my email not the website.

Brad- That is ok, if you respond through the email it will automatically upload to base camp. If there are any more questions, you can email Carol or me.

Hal- So you all know, you can click on the address in the browsers and you "save as" to you desktop.

Ryan- Yes, or favorite the website in your browser.

Budget Proposal

Brad- It seems like there are not enough members to vote on the budget proposal.

Claire and I met to discuss the budget. We want to share our findings. These findings are based on last year's funding. I focused on unrestrictive funds. For instance the Paddle Up event brought in a lot of money but those funds were temporarily restricted. So events such as that are not included in the findings.

The budget is similar to last year. But, this proposal is not the final budget. If something big comes up we can always revise the budget. This is more of a starting point based on last year.

Next board meeting, hopefully there will be enough members to vote on the budget proposal.

We have \$2,500 from the mini-grants. This is the same amount as last year. We can include the plan to increase this amount in our action plan for the funding initiatives.

Ryan- Maybe we could do crowd funding?

Brad- Right, again my focus was on unrestricted funds.

Amber- We do not have a quorum today. Brad cannot come to the meeting next month. Jack will you be here?

Jack- Yes

Amber- Thank you for emailing the budget. Let's go ahead and vote by email by the end of next week.

Carol- We will send our budget again, the board will have 48 hours to object, and then will email the results of the vote.

Amber- I want to say thank you all for taking this huge chunk of time. It is clear how beneficial this meeting was. I am encouraged and excited to continue our work together.

The next board meeting will be Oct 10th!

Carol- That date is on your calendar but we will also email a reminder.

Amber- Thank you very much!