

**Board Meeting Minutes**

**December 3, 2019**

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| Board Member | In Attendance | Not in Attendance |
| Carol White |  |  |
| Hope LaGrone |  |  |
| Traci Squarcette |  |  |
| Michelle DiGaetano |  |  |
| Debra Hicks |  |  |
| Lori Luppino |  |  |
| Marsha Oliver |  |  |
| Taryn Cox |  |  |
| Diana Zaremba |  |  |
| Carol Fleck |  |  |
| Regina Phinney |  |  |
| Linda Moore |  |  |
| Sharon Walzel |  |  |

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| Others in Attendance |
| Judy Morgan |

1. Meeting called to order at 12:06 pm. Altrusa Grace was led by President Carol White.

1. Minutes from the November 5, 2019 Board meeting were presented. Minutes will be filed as written.
2. Debra Hicks presented the Treasurer’s Report for the period covering June 1 – November 30, 2019.
   1. Administrative account balance of $10,743.86
   2. Project account balance $14,245.46.
   3. Treasurer’s report will be filed for audit.
3. Correspondence report presented by Marsha Oliver and will be filed.
4. Michelle DiGaetano presented three project proposals:
   1. Communities In Schools - Adopt A Family for Christmas to provide Christmas gifts for students and siblings in the Communities In Schools program. $250 and no hours. Motion by Hope LeGrone. Seconded and approved.
   2. 411 House Music Literacy Program – provide support for a music studio being added to their mentorship program. Funds will be used on recording equipment, installation costs, music books and mentorship activities. $3,000 and 60 hours. Motion by Diana Zaremba. Seconded and approved.
   3. Organize Ralph Wilson Youth Club Library – Addendum. This project was originally approved for $100; however, an additional $250 and 40 hours needed to complete. Motion by Debra Hicks. Seconded and approved.
   4. Carol White announced that Altrusa has received a request from the Child Advocacy Center of Central Texas to provide financial support for their Blue Envelope program which provides direct services to abused and/or neglected children in Central Texas. This will be added to the agenda for the January Board meeting.
5. Old Business
   1. Carol White provided an update on a meeting with Sugar and Spice Catering. They have agreed to keep the lunch price the same. Water and tea will be self-service and dessert will not be provided.
   2. Revisions to the Foundation Fiscal policies were presented by Traci Squarcette. A motion to approve was made by Taryn Cox. Seconded and approved. A copy of the revised document is attached. Changes are in red.
6. New Business

Beth Blair, District Governor, has requested support for the upcoming District Conference. If interested in serving, please let Michelle DiGaetano or Carol White know. Further details will be available after the first of the year.

1. Next Board meeting is January 7, 2020 at the Temple Library.
2. Meeting adjourned by Carol White at 1:00 pm

Minutes submitted by Lori Luppino, 2019-2020, Recording Secretary

FOUNDATION FISCAL POLICIES

(ADOPTED APRIL 2015, REVISED NOVEMBER 2019)

1. These Foundation Fiscal Policies are to be used for guidance in the administration of the Altrusa Club of Temple Texas Foundation, Inc. (the Foundation) in conjunction with the Altrusa International of Temple, Texas Foundation, Inc. Bylaws. The Foundation supports and works hand-and-hand with Altrusa International of Temple, TX, Inc. (the Club).
2. The Foundation will maintain two separate checking accounts: one for fundraising (Taste) expenses and one for project expenses. Check signers for the Foundation shall include the President, Vice President and Treasurer. Check signers for the Taste account shall include the Taste Chair, Taste Co-Chair, and Foundation Treasurer. Bank signature cards should be prepared and signed in June annually.
3. The net income from the Taste of the Holidays, the Foundation’s current annual fundraiser, rounded down to the nearest thousandth, is the maximum amount of money that will be allocated for the Project budget the following club year. A $5,000 balance will be reserved in the project account in order to fund the Taste of the Holidays fundraiser. This amount shall exclude Taste of the Holidays Raffle income.
4. All income from the Taste of the Holidays Raffle will be used by the Club to award scholarships (scholarship funds) as per the Club Scholarship Guidelines. The Taste of the Holidays Chair will verify the amount raised from the raffle and present a final figure to the Foundation Board by December 31st. The Foundation will release the scholarship funds to the Club in its’ entirety by January 31st.
5. At the May Board of Directors meeting, the Club President-Elect, authorized by the Board of Directors, may request 80% of the total Project budget from the Foundation Board in order to begin funding projects on June 1st.
6. Funds that have been dispersed by the Foundation for projects that are not used will be reported to the Foundation and Board of Directors at the end of the Club year. This amount will be kept in the Club project checking account, but subtracted from the amount dispersed from the Foundation for the next year’s Project budget.
7. The budget for the annual fundraiser, Taste of the Holidays, will be presented to the Foundation Board of Directors for approval at their June or July annual board meeting, after approval from the Club Board of Directors and club members.
8. Up to 50% of the Taste of the Holidays budget can be requested in advance from the Foundation, and the remaining 50% can be requested when released funds have been dispersed and all remaining expenses need to be paid.
9. All expenses from the Taste of the Holidays shall be paid within 60 days of the event. The Taste of the Holidays Chair shall present a final report to the Club Board of Directors at the February Board meeting.
10. The annual tax return, Form 990, is due October 15th, for the fiscal year ending May 31st. The Treasurer that served that corresponding fiscal year will prepare and submit the annual form.
11. The Foundation Board shall have eight members, four with automatic appointments and four elected Directors. The automatic appointments include the immediate past president of the Foundation, the immediate past president of the club, the president of the Foundation (elected the previous year) and the club president elect.
12. Prior to holding office, the Foundation board members must have served on the club’s board.
13. The Foundation Treasurer serves a two year term. Therefore every other year, only three directors will be elected to the Foundation board. For internal control reasons, Foundation Treasurer cannot be Taste of the Holidays Co-Chair or Underwriting Chair.
14. The Foundation Treasurer and Foundation President in the Treasurer’s absence, and Taste of Holidays Co-Chair can make deposits in the Foundation account.
15. Each year the Foundation President will complete the local club Foundation reporting forms and submit to International Foundation in October (or their specific requested due date).
16. The Foundation Fiscal Policies will be reviewed annually and annotated with the date of review and /or revisions.