

Executive Board Meeting

Sunday, November 14, 2010

Present: Steven Reece, Kevin Little, JoAnn Siegienski

Reviewed initial Vision, Mission, and Objectives statements. Each of us needs to review these items (see Agenda 14 November RTF) and provide feedback to Steven. If there is anything to be added, now is the time.

Discussed Intake Data Form items and concluded:

1. Contact Info – Steven will be primary contact
2. Desired Name – The Matzevah Foundation
3. Alternate Name – Matzevah, Inc
4. Officers – Steven, Kevin, & JoAnn
5. Bios – Steven's is complete. Kevin & JoAnn to complete & submit to Steven by Tuesday
6. Employees expected – possibly 1 to start with – this can change as need dictates
7. Acctg Year – Calendar Year
8. Acctg method – Cash acctg
9. Registered agent: Bruce McKee
10. Discussed purpose & activities as stated above
11. Discussed balance sheet. Steven will send sample. Jo will have accountant son review & critique
12. Working budget – Steven to supply sample for review

Board composition

We need to determine the number of voting members our board will consist of. The attorney suggested keeping it at an odd number so that we're not faced with a tie for anything that comes up for a vote. He also suggested that limiting the number of voting members will allow us to move faster. We discussed the fact that we have several people whose opinions we value and that we want as much input as possible in order to make the best decisions. With that in mind, we came up with the concept of a two part board consisting of both voting members and advisory members. As we near the point of no turning back, it's important for us to evaluate the level of commitment we're willing and able to make. Please prayerfully consider your level of involvement and whether you'd be more comfortable in the role of a voting member or an advisory member.

Misc items

- Website – Jo to discuss with Wes and enlist his help
- Prelim trip to Poland to prepare for summer activities - Feb/March time frame. Determined this should be Steven as he has the necessary language skills to complete necessary tasks with possibility of a 2nd member going to assist him.
- Promotional pieces – tri-fold pamphlet, website, etc
- Will need coordinators onsite in Poland and US for summer projects
- One 10 meter section of brick wall requires approximately 50 work days to complete. If one group/trip provides 5 work days, that's a minimum of 5 groups/trips.
- Kevin will expand on admin functions of the board and possibly set up a mtg with other NPOs to get additional perspective
- Mobilization of resources – summer will come quickly. We need to be looking at sources for volunteers, fundraising, developing partners, etc.

Action Assignments

All - Review Mission, Vision, & Objective statements. Provide feedback to Steven.

All – Prayerfully consider your level of involvement and indicate to Steven whether you're more comfortable in the role of voting member or advisory member