

YACA Board Meeting Minutes
Thursday, November 15, 2007
Yinghua Academy
final

Ms. Erickson called to order at 6:06 pm

Board Members Present

Janine Trutna, Jennifer Daul, Christina Erickson, Sandy Doubek, Deb Volkert, Cindy Moeller, Julie McCormick, Jean Parish, Aura Lee Besse

Board Members Not Present

Clayton Black

Visiting

Doug Parish, Sara Burt

Agenda

Ms. Daul made a motion to approve the agenda with changes.

Ms. Trutna seconded the motion

Motion approved unanimously

Meeting Minutes

Ms. Daul made a motion to approve the minutes with changes.

Ms. Trutna seconded the motion

Motion approved unanimously

Standing Reports

Because of the amount of agenda items there were no standing reports at this meeting.

New Business

Future YACA Board meeting:

December board meeting was changed to Monday December 17th, 2007.

Ms. Doubek will send out an email to the members with 2008 proposed YACA board meeting dates.

Old Business

Fundraising:

Blue Sky Guide raised a total of \$3,200.00, which will be placed in the YACA funds.

Great Gatherings:

Ms. Besse handed out a form to use for Great Gatherings initial communication and asked YACA board members to fill out the form by November 26th, 2007 for hosting an event. After discussion, the board decided that the initial communication sign-up sheets would be used as the introduction for the Great Gathering fundraiser that goes out to parents. The initial communication will also outline a planned communication schedule for opportunities to host and sign up to attend other Great Gathering events during the 2008 school year.

Budget:

Ms. Besse handed out the YACA 2007 - 2008 budget, outlining proposed modifications from Ms. Lueth for YACA funds raised for use by Yinghua Academy. Funds raised are based on the Great Gatherings and Direct Drive financial goals.

- Artistic Partnership - \$5,000
- Postage & Stationary - \$150.00
- Academic Enrichment - \$5,000
- YACA meeting childcare - \$500.00

Total: \$10,650.00

The YACA board reviewed and discussed the YACA account budgeted funding for the 2007 – 2008 school year based on using the funds raised from the Blue Sky Guides fundraiser.

- 501 (c) 3 Up to \$1000.00
- Parent Education - \$400.00
- YACA meeting refreshments - \$100.00
- Picnic 2008 - \$300.00 (shelter)
- Kite Festival - \$300.00 (police/paper supplies)
- Carnival - \$300.00 (police/paper supplies)
- Required checking account balance: \$500.00

Total: \$2900.00

Ms. Trutna made a motion to approve the spending budget for the YACA account for the 2007 – 2008 school year.

Ms. McCormick seconded a motion.

Motion passed unanimously.

Ms. Besse will combine Budget and Expenses for YACA and Yinghua Academy on one sheet that will be handed out to YACA board members.

Ms. Besse made a recommendation that YACA rent a post office box. After further discussion, the board decided that it would not be a good idea or add any benefit to YACA this year. Ms.

Besse agreed to have YACA financial information come to her home address.

Accounting Practices:

Mr. Parish advised the YACA board on how we need to operate. Ms. Besse recommended that we purchase Quickbooks to use for YACA accounting records.

501 (c) 3:

Mr. Parish gave a high level review on filing for a 501 (c) 3 status.

- We need to be incorporated which is fairly easy in the state.
- The benefit would allow YACA to operate separately from school budget. Contributions to YACA directly would be tax deductible. Currently contributions directly to YACA are not tax deductible.
- Long-term Mr. Parish recommends that YACA file for a 501 (c) 3 that will allow YACA flexibility. The school's budget is more restrictive on how we use the money budget.
- As a 501 (c) 3, YACA would have to file a 990 EZ form for taxes.

Ms. Besse gave an overview on how we need to apply for a 501 (c) 3 and outlined the steps for filing as a non-profit.

- YACA will have to write an Article of Organization.

- YACA would have to write a two-year business plan.

Ms. Daul recommended that we put together a YACA sub-committee to work with Ms. Besse on the filing of a 501 (c) 3. Ms. McCormick volunteered. Ms. Doubek recommended Ms. Besse contact Sandy Norris, a Yinghua Academy parent, who has her own accounting business and may want to volunteer to be part of this committee.

Ms. Volkert moved that YACA form a 501 (c) 3 subcommittee to begin the process during the 2007 – 2008 school year to spend up to \$1,000 to file for a 501 (c) 3 status.

Ms. Parish seconded the motion.

Motion passed unanimously.

Taxes on YACA checking account:

Mr. Parish stated that YACA would have to fill out a M1 form for tax purposes for both Federal and State as long as we stay under the tax limit for a non-profit. Mr. Parish recommends that YACA use Quick-books for accounting purposes.

School Budget Financial Donation:

Ms. Erickson asked Mr. Parish about money given to Yinghua Academy school budget. If YACA was a 501 (c) 3, YACA could cut a check to the school and ask for a designation how the funds will be used. This would be the only requirement for giving the school money. Mr. Parish again recommended that YACA apply for a 501 (c) 3.

YACA should track separately the collection of the donations for Great Gatherings and Direct Drive again this year. The school will deposit checks from these fundraisers and will give YACA a report on funds raised. YACA will continue to make a copy of the checks received for these fundraisers.

A few ideas for structuring an annual YACA fundraising budget –

- Yinghua Academy would give the YACA board at the beginning of the school year a n outline of the funds needed for the coming school year and the allocation of where the money will be used.
- YACA would present the proposed fundraising budget and the approved fundraisers at the YACA October General Membership meeting
- YACA would give updates at each general membership meeting and give a final financial report at the May YACA general membership meeting.

YACA General Membership Meeting:

January 12th, 2008 from 10:00 am – 12:00 pm.

Speaker time is 40 minutes.

Discussion was held around the YACA General Membership Meeting.

Ms Doubek proposed we have the social time and meeting first and the speaker last on the agenda.

- YACA will provide appropriate refreshments and snacks.
- Ms. Parish will bring coffee. Ms. Volkert will bring paper products.

Nourishment Committee:

Ms. Erickson gave an update on the Nourishment Committee – November and December Lunches are covered for volunteers donating food for these lunches.

Volunteer Committee

Ms. Erickson gave an update on the Volunteer Committee – Lots of volunteers but we are short of volunteers for Monday recess and we are in need of more volunteers to assist with the library entry and clean-up.

Library Committee

Ms Trutna gave an update on Ms. Lueth's proposal of having another library day. Because of the computer entry being a single person and one person managing the books being entered we could set up a date with 2 volunteers on Saturday January 12th after the YACA general membership meeting. Parent training would be necessary for computer entry prior to asking for volunteers. We could propose a 12 – 2 shift, 1:30 – 3:30 shift and a 3 – 5 shift, which allows for half-hour computer entry training for each shift as overlap.

Adjourn

Ms. Erickson adjourned the meeting at 8:35 pm.

Next Board Meeting date is Monday, December 17, 2007