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## November 2021 shARK Meeting Minutes

Nov. 2, 2021

Location: Kandi's house in Camp Meeker

MEETING TYPE:	Regular	Special x
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Call to order: 9:03am

Roll Call:

NAME	ROLE	PRESENT	ABSENT
Marni Davis	President	x	
Caitlin O'Neill	Secretary	x	
Sue Davis	Treasurer	x	
Sarah Laird	Vice President	x	
Giovanna Zarba	Director	x	
Kandi Cogliandro	Director	x	
Lauren Bowne	Director	x	

Guest(s) in attendance: n/a

- I. Approval of Minutes: [9/23/21](#) and [10/14/21](#)  
**Kandi motions to approve, Sue seconds the motion. All in favor.**
- II. Updates
  - A. Board Administration
    1. Commitments and expectations
      - a) Lauren is reviewing and updating bylaws. Board Member  
*Commitments required: prepare for/attend board meetings, attend the annual June meeting. Maximum 7 members, minimum 5. Max*

*one person who doesn't have a Harmony student. Two year terms for executive officers, one year for all other board members.*

- b) Renew Terms at annual June meeting. An administrative review meeting will be held beforehand in May, where we review the bylaws, and discuss board positions and/or upcoming changes.
- c) DeFacto resignation will be assumed if a member of board is absent for 3 meetings without explanation.
- d) If there's a vacancy, the board will discuss options and conduct outreach to fill that.
- e) The mailbox at school isn't enough. We need a physical location at school with a combination lock. *Marni will ask Suzi about this.*
- f) The Treasurer will not keep money at home for more than 3 days, and will always provide the board with a financial update: bank statements, books, accountant communications. Annually, the Treasurer and President will work together to bring forward an annual budget to be approved at the June meeting.
- g) We will hold at minimum quarterly board (business) meetings. The board can meet up to every month as needed. Zoom meetings are equivalent to in-person. We can vote by email as long as it's unanimous, and as long as that is documented in minutes of the next board meeting.
- h) Ideally every other month, we will host Community Meetings which will focus less on board business, and more on brainstorming, planning, and community building.
- i) We will post minutes on the website --Caitlin.
- j) It would be easier in the future to have a bookkeeper reconcile our accounts...at least quarterly. This would take the load off of the Treasurer somewhat. *Let's revisit this for a future vote.*

## B. Financials

- 1. Treasurer shares copies of most recent bank statements, etc.
  - a) Sue has the checks that were uncashed: 7 total, 2017-2020. \$269. Countertop Construction Services donated \$250 in 2021, we have not yet cashed. Marta is likely also expecting a corporate donation deduction. People giving recurring \$100/month. Sue has a report from PayPal for this year with those who've been donating. We hope to have tax exempt status reenacted retroactively to cover these donations. *Kandi, as needed, volunteered to get the list of who needs to be contacted about their donations and our loss of tax exemption status.*
- 2. Book-keeper check in, tax updates
  - a) Fiscal year is from August through July. We'll be filing by November 15th. Sue has updated our financials to date:
    -  [Financial Report 11.2.21](#). We need a list of board members/officers 2017-2019--Lauren will do this. Shelley has filed with the Secretary of State. Registration was suspended in June 2020. Marni will contact the registry of charitable trusts ASAP
  - b) **Kandi motions to give Jenny Miller CPA the Power of Attorney to communicate for us with governmental agencies with the goal of re-establishing our organization as a non-profit/tax-exempt status. Sue seconds. All in favor.**

- c) Sue and Marni will work with CPA to determine when exactly our tax exempt status was revoked, and whether it has ever been revoked before. If it was within 15 months of now, then we can apply for retroactive reinstatement.
- d) Giovanna will ask Redwood Credit Union what we need to update our check signers, what authorization they have, etc. Two signatures required for withdrawals.
- e) Starting a new organization. Marni and Sue will talk to the accountant to find out if it's easy enough to start a new organization while going through the process of dissolving. What money do we currently owe the federal government in taxes/fees? Would we need to open new bank accounts, etc.?

C. Fundraising

- 1. Pies. Sue ordered a square reader and it's here for running cards that day. Friday before Thanksgiving, we will set up tables after school.
- 2. Dine and Donate/Dining out for the District. Altamont, Hazel, Howard's, Negri's, the Union. Sarah and Caitlin will sub-committee this. We will want our tax status reinstated before pursuing this any further.

D. Communications and Website

- 1. Emails, news blasts, and communications to the school community
- 2. Status of website updates needed: Sue, Lauren and Caitlin are meeting next week to discuss.

E. Events: n/a

F. Community Building: n/a

III. Special Topics: n/a

IV. Next Meeting: Tuesday November 16th in person at Howard's after morning drop off.