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## **October 14 2021 shARK SPECIAL Board Meeting Minutes**

October 14, 2021

In attendance: MARNI DAVIS - PRESIDENT, SARAH LAIRD - VICE PRESIDENT, SUE DAVIS - TREASURER, CAITLIN O'NEILL - SECRETARY

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**Sue motions to hire Shiya Shao to update our bookkeeping, Sarah seconds the motion. All approved.**

**Sue motions to hire Jenny Miller, CPA to file and backfile our taxes, Caitlin seconds the motion. All in favor, approved.**

**Caitlin motions to add Sue Davis as a signer to the Redwood Credit Union bank account, Sarah seconds the motion, all in favor, approved.**

### Follow-UP:

- Sue and Marni will meet with Shelly (Shiya) and continue to update the board. Sue will be checking in with her weekly until this is behind us.
- Goal is to file by November 15, 2021.
- We can continue to take money even though our non-profit status was revoked, as long as this gets resolved.

### To do in regards to the Treasury:

- Signers at the bank--**Marni, Sue, we will ask Lauren as well to be added ASAP as signers to the RCU account.** We need to print the May minutes **and** these minutes to bring along to the bank. Aiming for next week.
- At every board meeting we will have an update from the Treasurer. The goal is to never get this far behind again! Roles need to be clarified, with safety nets to back people up in case they get too far behind/overwhelmed. Accountability is important.

### The website:

- **Sue will hold a special meeting with Marni and Caitlin in November** to share how the website gets managed and updated, so it never has to fall on only one person.

HARMONY ARK BOARD OF DIRECTORS: MARNI DAVIS – PRESIDENT, SARAH LAIRD - VICE PRESIDENT, SUE DAVIS - TREASURER, CAITLIN O'NEILL - SECRETARY  
BOARD MEMBERS: LAUREN BOWNE, KANDI COGLIANDRO, GIOVANNA ZARBA

THE HARMONY ARK EDUCATION FOUNDATION IS OPEN TO ALL PARENTS, TEACHERS, AND STAFF OF HARMONY ELEMENTARY AND SALMON CREEK MIDDLE SCHOOLS, AND THE OCCIDENTAL COMMUNITY AT LARGE. THE PRIMARY PURPOSE OF THE HARMONY ARK EDUCATION FOUNDATION IS TO PROVIDE PROGRAMS THAT OFFER ALL STUDENTS A COMPLETE AND STIMULATING EDUCATION.