1 08/16/2020 – Virtual Format

2

3 Called to order at 10:05am.

4

5 **Roll Call:**
6 President, Steven Hood; Treasurer, Martha Stefenoni; Secretary, Bill Booth; Board Members,
7 Kent Westwood, Jan Saxton (arrived late), Lillian Booth, and Katie Squire present. Erica
8 Kroesen, Rachel Britton, Will Shaw and Christina Webster, absent.

9

10 **Minutes:**
11 Minutes sent previously were reviewed and approved as corrected.

12

13 **Corporate update** – Bill Booth
14 Attorney General filing was made with the filing fee. Request sent to the IRS for a printed copy
15 of the corporate application which was faxed to them. No response from either side.

16

17 **Treasurer's report** – Martha Stefenoni
18   Need to have the bank statements – working on getting web access to account.

19

20 **Scholarship Committee** - Katie Squire
21   Found in 2018, a State Grange passed a resolution establishing the Memorial
22 Scholarship fund for the Foundation. Katie will write up a Board Resolution to adopt and
23 implement the one passed by the Delegates.

24

25 **Policies and Procedures** - Bill Booth
26   Behind schedule on developing these. Will schedule virtual meeting with other members
27 of the committee.

28

29 **Development** – Rachel Britten (absent)
30   Jan will follow up with Rachel and work with her.

31

32 **Website – SSL Certificate** – Bill Booth
33   Needed for PayPal. Reported that GoDaddy account is being difficult. Had to have
34 letter of attestation to Go Daddy which was completed by Jeff Skinner. Then there is
35 communication difficulty with the GoDaddy for the SSL. Still in process.

36

37   Martha suggested setting up a VENMO account which is preferred by other users. Bill
38 will research it as an additional option. Katie moved that the Foundation establish a VENMO
39 account for donations. Seconded by Jan. Vote taken. Motion carried. Bill will establish the
40 VENMO account.

41

42 **Amazon Smile Account** – Bill Booth
43   Account has been established and set up. Website explains how to permanently set up
44 your Amazon account. Steven advised as soon as all of the financial accounts are set up, there
45 will be a President's letter going out about all of the ways to donate.

46
47   **Fictitious Name Statement** – Lillian Booth
48   Application sent to Sacramento County. Need to get the newspaper ads set up. Lillian
49   to complete
50
51   **QuickBooks Account** – Lillian Booth and Martha Stefenoni
52   Online subscription has been purchased and access has been set to Martha for access.
53
54   **Insurance Policy** – Bill Booth
55   Have not received a declaration page and policy. Statement was sent to the State
56   Office, but no record there. Premium has been paid in full and set up for electronic notifications
57   of billings.
58
59   Email from Big Sur Grange about having a pass through for their kitchen project. Need to set
60   that up in policies and procedures for grange and donation pass throughs for the local Granges.
61   Bill to add to list for his committee to get this established.
62
63   New Business:
64   **Email accounts** – Asked Steven and Martha, as Foundation Officers, if they want to
65   established emails or email aliases. Outlook email account for Steven. After some discussion,
66   Martha agreed to having an Outlook account.
67
68   **Emergency relief fund.** Martha moved to establish an emergency fund. Seconded by
69   Jan. Vote taken. Motion carried.
70
71   It was reported that in QuickBooks we can track donations and expenses for different
72   emergencies while using one fund account with subcategories.
73
74   Jan sent a copy of the Fiscal sponsorship agreement between the CSG and Aromas
75   Grange for when they did their USDA Kitchen. Probably run this by a lawyer once we're done.
76
77   Next meeting: September 20, 2020 10:00 am
78
79   Meeting adjourned.
80
81   Submitted By

82   _William R Booth_
83   William R Booth,
84   Secretary
85
86   Minutes Approved on September 20, 2020