[Minutes 12/7/15](https://sites.google.com/site/fgexploratorium/home/agendas)

Attendance: Terry, Brian, Erin, Charlie, Fallon, Anna Knierim [arknierim@gmail.com](mailto:arknierim@gmail.com) 503 730 5537

Next meeting: January 4th

**Tasks:**

* All– review the website and see if everything looks good (grammar, links, etc).
* Fallon - Follow up with Swallowtail. Bookeeping.
* Terry – Decide about website. Make switch in Jan/Feb. Bookeeping.
* Anna – Develop program budget for inservice field trips idea. Description of program. Contact potential treasurer. Contact Clean Water Services about transportation costs –Ely O’Connor, oconnore@cleanwaterservices.org
* Charlie – Sustainability grant.

**Reports**

* Anna – interested in offering lowcost inservice day field trips for Fernhill Elementary (ie, to Wetlands or to Tillamook FC). We have discussed this too! Interested in working with donors and has connections with potential volunteers (geologist, etc).
* Brian – Pacific grad, interested in hosting natural building workshops through Eden Acres at Swallowtail.
* Terry/Fallon – Start CALC program tomorrow! 8 enrolled students seem excited.

**Finance Report - Terry**

* Bookeeping
  + Discontinued ADP due to fees, now doing payroll ourselves thorugh Quickbooks (see *upcoming expenses* below)
  + #264 remaining in account.
  + Find a treasurer! Need to review the account once/year. Need accountant experience. (Anna might know someone)
  + IRS Reporting due at the end of the year.
  + Fallon developed HR Handbook – please review.

**Upcoming Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D&O insurance |  | $450 | May |  |
| Accident insurance |  | $300 | May |  |
| Website | $12.40/month | $150 | April | [Techsoup GoDaddy package](http://www.techsoup.org/products/godaddy-domain-name--business-website-builder--and-get-found-essential-%E2%80%93-1-year-subscription--G-49086--)  $24 |
| Website domain name |  | $15 | February |  |
| Lions Dues | $150 2x/year | $300 | December, July |  |
| Quickbooks |  | $50 | Annual | [Techsoup Quickbooks](http://www.techsoup.org/search/products/quickbooks/) |
| Camp advertising | 325 | $1000 | December | see below |

Website –

* Currenty use Wix for $12.42/month, about $165/year.
* Techsoup offers tech services for non-profits. Can offer discounted packages for GoDaddy from them, $24.

Lion’s Dues -

* Joined in part for insurance reasons.
* Yearly dues for our members - $150 payment twice/ year.

Quickbooks -

* Through Techsoup. Need to decide online or desktop.

Camp Advertising -

* Want to start earlier this year - as soon as March!
* [NW Kids Magazine](https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxmZ2V4cGxvcmF0b3JpdW18Z3g6M2Q5YTA0ZWQ1YWI1NzIwYw)    (recommended)
  + before Dec. 31:  $325/month = $975 (March, April, May)
  + after Dec. 31:   $345/month = $1,035 (March, April, May)
* [Metro Parent Summer Camp Guide](http://www.metro-parent.com/advertise-summer-camps-guide-submission-form/) . Minimum $183.
* [Oregonian Special Section](http://www.oregonianmediagroup.com/wp-content/uploads/2014/02/SpecialSectionsCalendar2014B.pdf)
* [Kidscamps](http://www.kidscamps.com/services-and-fees.camp)
* Free outlets –ie, Forest Grove utility bills! Farmer’s markets (free or low cost)
* Informational pizza party for prospective parents
* Work to advertise through school districts.
* Anna – advertise directly through school. Scholarships from private donors to enable low income students – really important.

**Program Planning**

* Summer Camp
* Build timeline for marketing
* Build timeline for program planning
* Build camp schedule
* [Build camp budget](https://docs.google.com/spreadsheets/d/1l7exdvYGhBDG6A_IVKug2m8e96wCQQ7wE8fUu-KCkr0/edit#gid=176855289&vpid=A1)
* Arrange for site use with Swallowtail
* Site charge based on cost per student with a set minimum charge?
* Instructors?
* Chicas
  + B[udget](https://docs.google.com/spreadsheets/d/1l7exdvYGhBDG6A_IVKug2m8e96wCQQ7wE8fUu-KCkr0/edit#gid=1029296391&vpid=A1)
  + Adelante grantwritiers are looking for funding
  + Build schedule in relation to summer camp schedule
* Homeschool Day Camps
  + [Build budget](https://docs.google.com/spreadsheets/d/1l7exdvYGhBDG6A_IVKug2m8e96wCQQ7wE8fUu-KCkr0/edit#gid=172512217&vpid=A1)
  + Build schedule for program
  + Ages, frequency, sites
* Natural Building Workshops
  + projects at Swallowtail?
  + workshop ideas: rocket mass heaters, cob oven, green roof, other?
  + Discuss with Noah for further possibilities

INFO:

* + - Quickbooks for nonprofits help info
      * [techsoup help](http://forums.techsoup.org/cs/community/b/tsblog/archive/2013/02/25/configuring-quickbooks-for-use-in-a-nonprofit-planning-and-implementation.aspx)
      * [KaufmanRossin](https://kaufmanrossin.com/blog/quickbooks-tip-customize-set-up-for-nonprofit-organizations/)
      * [MyPaperPusher](https://mypaperpusher.files.wordpress.com/2014/08/quickbooks-for-nonprofits-reference-booklet-rev-15-05-11.pdf)
  + Enrolled in Electronic Federal Tax Payment System, [www.eftps.gov](http://www.eftps.gov/) (pdf report on Charter Docs page)
    - * W-2's to employees for their taxes
      * Form 990-N due by May 15th. Filed electronically, called the e-postcard.
      * 7 items needed to file:
  + EIN
  + tax year
  + legal name and mailing address
  + any other names the organization uses
  + name and address of principal officer
  + website address
  + confirmation that annual gross was $50,000 or less

**Lions environmental photo contest!!**

<http://members.lionsclubs.org/EN/serve/contests/environmental-photo-contest/index.php>