**EdenAcres agenda Monday, April 13, Abbot House**

**Attendance: Charlene, Erin, Fallon, Marcia, Skylar, Terry**

**Tasks:**

* Terry – get flyer and insert ready by Wed. Insurance and bank.
* Marcia- media packet, article in the paper. (Skylar will help)
* Skylar – help spread word.
* Fallon – upgrade website, link Paypal account, look into Quickbooks.
* Erin – continue to offer curriculum ideas to Fallon’s spreadsheet, market at FGCS when material is ready.

**Next meeting: \_\_\_\_\_\_\_\_\_\_\_**

**Votes:**

* Vote to approve last month’s minutes. Yes.
* Vote to approve forming a Forest Grove Lions branch club, incurring an annual expense of $345year  (or $211.25 pro-rated through July for this year). Yes, approved.
* Vote to approve purchasing D&O insurance from Lions for $400/year. Yes, approved.
* Vote to approve purchasing accident insurance from Lions at $300/year. Yes, approved.
* Vote to approve purchasing sexual molestation insurance from Lions **if the cost is less than $1400**.  If the cost is more than $1400, then decline Lions mebership and purchase liability, accident, and molestation from WSC. Yes, approved.
* Vote to approve upgrade to premium website service for $24.90/month (annual cost of $300). Yes, approved.
* Vote to approve wages budget for summer camp of $22/hr for lead teachers (yield $16/hr to employee) and $18/hr for assistants (yield $12.50/hr to employee). Yes, approved.
* Vote to approve using USBank payroll service at $100/check processing event (2 times/month through the summer). Yes, approved.
* Vote to approve purchasing a booth at the Children's Fair for $50. Yes, approved.
* Vote to approve printing 100 copies of the brochure $139. Yes, approved.
* Vote to approve printing a street banner for $380. Yes, approved.

**Reports:**

* Bank account (Terry) – I seems that it will be best to use bank’s systems for financial transactions until we learn how to do them ourselves (ie, Payroll). Don’t know what it will cost to hook up website to bank account. Once we set up online banking, we should be able to connect to Paypal.
* Finance Report (Fallon) – Fallon is working on [Liability waiver and photo release](https://docs.google.com/document/d/1FjJjIoLm6JHKSVcy2ZGB-4xCDml0_rFdQxzxB8ncvr4/edit) – includes electronic signature form! Proofread as legal document.
* Policy: [MOU](https://docs.google.com/document/d/1EA_nGT9Ni-f9aB5pHz-9XJXwN7uZzA8sWwxlucpyM5Q/edit) with FGCS and Nana Cardoon (Fallon)
* Adelante Chicas outreach (Charlene) – Nana Cardoon dinner offered at Fiesta of Hope made $1,100. Great event! I talked with Anne Morse to provide sponsorship for Adelante Mujeres participants to attend NC’s classes. Chicas would also like to visit NC (100 girls) to make vegetarian tamales using a metate and connect with heritage. Excited to strengthen this relationship! One day in late July. Will meet with Fallon next Monday to determine how this relationship will work with Adelante, and discuss how we could develop more next year.
* Summer camp – need 95 students to break even. If we have another week, we would have more students. Need to make an action item list with items to get done. Big ones: advertising, curriculum.

 For fee:

* June 22-26 - should we add this week. Terry votes yes!
* July 6-12, July 13-17, July 20-24, July 27-31

Grant funded, advertised through Adelante:

* August 3-7  (AM), August 10-14  (AM), August 17-21  (AM)
* Insurance Discussion – see explanation below.
* Lions or no Lions
* Skylar – has been working with K&K insurance. See Terry’s link describing day camp coverage and contact info.
* Charlene – it is nice to work with someone local so that you can check in frequently. Can bargain with these based on other services.
* Terry – with WSC, our quote is based on days of camp. Lions is a flat rate.
* Skylar – Talk.org offers free training to identify and report sexual molestation. This can help with liability.
* Website - see explanation below.
* Fallon has been working hard on this, it looks fantastic!
* Wages – see explanation below.
* It would be great to pay more, but this is what we can do for now!
* Marcia has experience doing Payroll with Quickbooks!
* Marcia, will you be the treasurer?
* Fallon- they have a Quickbooks for non-profits, starts at $12.95.
* We’ll sometimes have to purchase checks and deal with costs involved. I don’t think these would be $100/paycheck.
* Terry- starting out with the bank would make it easier on us though.
* Marketing – see explanation below.
* Need to check that the website is accurate before printing.
* Erin will look for scenic picture with students learning.
* Banner will be used in the future.
* Skylar – I have experience with marketing – have you thought about scouts, PTAs, churches? Go to work places, library, CASA. Grandparent’s, Leo’s.
* Facebook page?

**Explanation of Votes:**

* **Vote to approve forming a Lions Branch Club**[(Lions docs)](https://sites.google.com/site/fgexploratorium/lions)

Becoming a branch club of the Forest Grove Lions offers many advantages:

* Connect to an active community service organization in FG
* Outreach and connection to a different demographic in our community
* Gain support of an international organization

Responsibilities of Lions club members are outlined in the [Lions Club Standard Constitution and Bylaws](https://sites.google.com/site/fgexploratorium/lions).   While Lions Club international allows individual clubs to adopt their own bylaws, club activities must be consistent with the Purpose, Vision, and Mission outlined in the first pages of the Standard Constitution.  In particular, Lions specifically mentions [the environment](http://members.lionsclubs.org/EN/serve/environment/environment-policy.php) as an area of interest.  After discussion with representatives of the Lions organization, it seems clear that Eden Acres goals are in alignment with Lions goals and the Forest Grove Lions has invited us to form a branch club of their organization.

Full responsibilities of branch clubs are outlined in the [Branch of Club Policy](https://sites.google.com/site/fgexploratorium/lions).  A brief synopsis follows:

* + Minimum of 5 members
	+ Eden Acres appoints a liaison to the Forest Grove Lions Club
	+ Forest Grove Lions Club appoints a mentor to Eden Acres

Members pay [annual dues](https://sites.google.com/site/fgexploratorium/lions) of $43 (international) and $26 (district) + a one-time new member charge of $25.  Our total cost for this year (new member fee + dues prorated through July) is $211.25.  Annual dues and fees in following years will be $345 per year.  Eden Acres is responsible for making the payments to the Lions: individual members will make their payments to Eden Acres.

* **Vote to approve purchasing D&O and accident insurance**[(insurance docs)](https://sites.google.com/site/fgexploratorium/org-development/insurance)

In order to conduct our activities, Eden Acres needs the following insurance:

* general liability (to comply with site provider requirements)
* sexual molestation (to comply with Pacific insurance requirement)
* accident
* directors and officers

The Lions support club activities by providing liability insurance free of charge.  The size of their organization allows them to negotiate favorable rates for other types of insurance as well.  For example, we have a quote for D&O insurance from a local insurance provider for $1300.  Lions offers comparable insurance for $400.

We have a quote of $1200 for general liability, sexual molestation, and accident insurance.   Lions general liability does not include accident or sexual molestation insurance.  We have a Lions quote for accident insurance ($300) but have not heard back yet on molestation insurance.  While It seems unlikely that the cost will come in at more than $1400, if it does, then the local insurer will be a better deal than Lions so we would go with that instead of the Lions. [see math here](https://sites.google.com/site/fgexploratorium/org-development/insurance)

* **Vote to approve Website upgrade**

We've been using Wix (a free website service) to develop our [public webpage](http://edenacresearthlab.wix.com/edenacres).  In order to take payments online, we need to upgrade to a premium service.  The premium service allows us to attach the website to our domain name (www.[*edenacres.org*](http://edenacres.org/)), use special features (such as online enrollment forms) and taking payments online through PayPal.  Website upgrade is [$24.90/month](https://premium.wix.com/wix/api/packagePickerHtml?wsess=708b38c3-0608-44c3-bbdd-5b936495f929&referralAdditionalInfo=edhtml_TOP_PANEL).

* **Vote to approve the wages budget**

Our salary model has budgeted $22/hr for lead teachers and $18/hr for assistants. This total amount needs to cover the employee hourly wage but also our portion of the tax responsibility (the employee pays the other portion) and workman's compensation insurance.  There are also costs associated with processing the checks, preparing the annual tax statements, and making sure that our hiring policies and procedures are in compliance with the law.  Given that we are low in expertise in this area, we are recommending that we use a bank service to manage the HR piece of our organization.

The [costs of bank services](https://sites.google.com/site/fgexploratorium/hr), employer tax, and workman's compensation come to about a third of the total cost of hiring an employee.  So if we budget $22/hr, the employee's share of that is about $16/hr.  For $18/hr, the employee share is about $12.50. (the employee is responsible for paying their individual tax out of that)

* **Vote to approve outreach and marketing expenses**

The Children's Fair is an annual venue for parents to meet providers of children's services.  We've been invited to represent Eden Acres at the fair.  Booth costs $50.

Our[brochure](https://sites.google.com/site/fgexploratorium/outreach/brochure)is ready to print.  Kinko’s charges $139 for 100 copies of matte color on heavy paper.

We are scheduled to hang street banners to advertise open enrollment.  Banner will go up over 19th May 18 and over Pacific June 15.  Printing a 15' x 3' banner (specs from the city) costs $380 from Miracle Sign

**Calendar**

* Children's Fair Saturday, April 25
* Non-profit networking event Saturday, May 2
* Wednesday, June 3rd – COL at FGCS, marketing
* Tuesday, June 9th – FGCS dinner at NC