

Notes from CENREF Teleconference 8:06 A.M. PDT July 20th, 2010

Participants:

Peter B. Lewis, Board President
Debby Chenoweth
Dan Troglin
Dave Wahus
Judy Lewis, Administrative Assistant
Marilyn Jones, Secretary
Darrell Lewis, Treasurer

Excused from call:

Rich Deline
Ken Dial
Chris Gallagher

Peter opened the meeting at 8:06 A.M. PDT.

Peter introduced his new Administrative Assistant, Judy Lewis, (208) 629-9584, jxlewis@yahoo.com.

CFC Application: Dan provided an update on the CFC Application process. Will need to complete an audit or review of the books by a CPA, for a cost of approximately \$500. Dan will send the requirements for the application process to Deb for her to take to a CPA that completed a review for her for Café Full. Darrell and Christine will get with a CPA if Deb's falls through. Ultimately, need a letter from a CPA stating the Foundation is in full compliance with requirements of common business or accounting practices. Will also need to supply for the application a description of the Foundation's accounting processes and copies of the last 2 years' financials. **TASK: Marilyn send copies of the 501.c.3, Articles of Incorporation and By-laws, and IRS Determination Letter to Deb.** Dan stated the IRS Form 990 is completed, showing the foundation has 100% Non-administrative and 100% non-fundraising at this time. **TASK: Darrell will get IRS Form 990 from Christine and forward to Dan for completing the CFC application.** Will need to put all of these items on the website under a Board Members Only, secured with passwords. **TASK: Marilyn will get these documents, scan them in and get on the website and copies to Deb.** Dan also noted that the CFC Application Package is due by no later than Dec 2010. Need to include in this package the location of the services, the services provided and the number of beneficiaries of the funding, along with economic benefits and the direct and total jobs developed. Deb will assist Dan with the benefits the Foundation provides.

Strategic Plan and Business Plan: Peter noted the Executive Committee (Judy, Peter, Darrell, Deb and Dan) will work on these documents and continue to refine them. Committee will talk every other week after the first meeting on Thursday, July 22nd, 2010 at 7:30 AM, PDT.

By-Laws: Deb provided guidelines for By-Laws for review. Need to do serious revisions of the Foundation's By-Laws and will need to address with the Executive Committee when they meet.

Newsletter: Deb has 8 articles and has submitted them to Mary. Developing other items to package and forward to Mary and these items just need formatting. Deb will call Mary. **TASK:**

Once the Newsletter is done, Judy will send out to the membership, with a note from Peter. Dave will send a membership list to Judy today. (Dave's task is completed.)

Development Research: Deb and Darrell have been looking into groups the Foundation can apply for grants. They have narrowed down the list to 4 foundations. Need to submit Articles of Incorporation, updated By-Laws, Strategic and Business Plans. At least 6 months away from being able to approach this group. However, once you have completed the process, you are listed with them as a foundation available for grant funding.

Peter received letters from Rocky Rockwell and Linda Sterns, requesting the Foundation to not cancel their applications for this year. Peter will respond back to them, stating their applications will be kept for 2011. (Dan has responded to Rocky and Peter has replied to Linda, as of August 10th, 2010.)

TASK: Peter will send an electronic version of the IRS Letter to Darrell, Dan and Marilyn.

The next teleconference will be on August 17th at 8:00 A.M. PDT

The meeting was adjourned at 8:53 A.M. PDT.

Respectfully submitted August 10th, 2010.
Marilyn K. Jones, Secretary

Revised and Approved for dissemination on August 11th, 2010
Peter B. Lewis, Board President