**Minutes - LEAD Foundation Board Meeting**

**8 February 2025**

**CORRECTED COPY**

Meeting called to order by Board President (David Dewbre) at 2:06 pm.

**Present at Meeting**: Dave Arbogast, Lani Cahill, Belinda Contreras, Kenny Cook-Askins, David Dewbre, Grace Edinboro, William Hicks, Shawnie Livera, Roni Lopez, Dennis Sirkin, Susan Sirkin, Mike Smith and Dan Word. This constitutes a quorum of voting members. Non-voting members present: Sarahy Barrera, Dustin Dionne, Michelle Torp.

**Approval of Minutes**: The minutes from the 26 JAN 2025 meeting were reviewed and approved as published. Move to approve minutes as published: Will Hicks; Seconded: Roni Lopez. Approved: 100%

**Treasurer’s Report**:

* Current balance **$184,442.01** as of 7 FEB. New voting members as of today (208/25): None.
* Nothing new on the IRS status. Susan submitted the 990’s electronically and they were accepted, which is usually a sign of current status. They post updated status on the second Monday of each month, which is 10 FEB. Will look for it.
* Update on LEAD Budget: Reviewed a rough draft budget outline. Agreed that the next step is to have a Budget Committee go through and flesh it out for presentation to the board in March. Committee is Susan Sirkin, Grace Edinboro, Roni Lopez, Mike Smith, and Belinda Contreras.
* Susan and Roni met and discussed the monthly reconciliation process, and Susan will send an invitation to access the spreadsheets she needs to reconcile our accounts. She will also send an invitation to access the Aplos Dashboard for our accounts.

Move to accept the Treasurer’s Report made by Dennis Sirkin, seconded by Roni Lopez. Approved: 100%

**Old Business:**

1. Our current website supporting The Cadet Store, Volusion, is very expensive, opaque – we’re not sure what we’re paying for. It’s a rather inflexible website. The Wix website builder has plug-in for Stripe transactions, which we currently use for encampment payments. It costs about $40 per month (Volusion is $203). The limitations is does have would not affect our operations. They offer automatic sales tax on 100 transactions per month, way more than we do. Grace Edinboro makes a motion to move toward Wix, away from Volusion. Zak Lara will be the primary POC to build the site, initially. Seconded by Belinda Contreras. Approved 100%
2. Insurance: The POC from Listos brought up our lack of liability insurance. It’s not clear that it’s required (they’re researching it), and nothing is required – yet. They’d also like our insurance notification to them in a different format (submitted a request about that to Hartford, but not confident that they support the format required. We were approved and paid for the addition insurance to cover the second grant, but haven’t received the paperwork yet. The umbrella insurance policy is still on hold, but the company says their moratorium may be lifted in mid-February. If not, Mike Smith asked for a referral to another company.
3. Grace Edinboro moved to use the $20K for a second Lion Fire Extinguisher Training System with props. Anything left over in the grant will go to more STB Kits. Seconded by Belinda Contreras. Approved: 100%
4. We had a meeting to review and discuss the draft annual report. Currently waiting on the second draft from Zak Lara.
5. The board agreed that we will not follow up on the NVMI container at Fort Irwin. Closed.
6. We purchased the Asset Tags, and will have them to the equipment manager in March.
7. Mike Smith will work on the verbiage for the plaques, focusing on CSLO Billeting and DFAC.
8. We have purchased the CAT-T Tourniquets and they’re being shipped.
9. No update on AEDs in CSLO facilities.
10. No update on the MOU between LEAD and CMD: Awaiting on action by the CMD JAG.
11. LEAD Accounting Forms are now online forms available on the LEAD SharePoint site. Closed.

**New Business**.

1. Elections:

Nominations were opened for LEAD Board Vice President. Belinda Contreras was nominated for a second term. No other nominations were received. The vote in favor was unanimous.

Nominations were opened for LEAD Board Treasurer. Susan Sirkin was nominated for a subsequent term. No other nominations were received. The vote in favor was unanimous.

2. Motion to authorize up to $2000 for a saleable snacks for Drill Comp by Shawnie Livera. Seconded by Mike Smith. Approved: 100%

3. Marksmanship wants to cover billeting for the Hunter Safety Course for 4 instructors for 2 nights at CSLO, $45 per night in Bldg 600. Move to authorize up to $500 by Dave Arbogast, seconded by Will Hicks. Approved with 1 abstention, 1 opposed, the remainder Aye.

4. Will Hicks moved to authorize up to $800 to support the Adult Fieldcraft Instructor’s Course in March and Wilderness Skills Course in April. Seconded by Dave Arbogast. Approved: 100%

5. Belinda Contreras brought up the idea of allowing non-CACC members to complete the American Red Cross First Aid/CPR/AED Instructor Certification Course we sponsor, with receipt of the manikin sets we issue to CACC Instructors from the Listos Grant. After much discussion, it was determined we would welcome non-CACC instructors into a course if we don’t fill the course with CACC members, but likely at CSLO, not hosted in a remote location.

The meeting was adjourned at 3:21 pm.

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DAVID DEWBRE

LEAD Board President

10 FEB 2025