**Minutes - LEAD Foundation Board Meeting**

**4 January 2025**

**Corrected Copy**

Meeting called to order by Board President (David Dewbre) at 11:45 am.

**Present at Meeting**: Dave Arbogast, Lani Cahill, Belinda Contreras, Kenny Cook-Askins, David Dewbre, Grace Edinboro, William Hicks, Shawnie Livera, Roni Lopez, Ken Parris, Paul Saba, Casandra Smith, Mike Smith, and Dan Word. This constitutes a quorum of voting members. Non-voting members present: William Martinez.

**Approval of Minutes**: The minutes from the 7 DEC 2024 meeting were reviewed and approved as published. Move to approve minutes as published: Ken Parris; Seconded: Will Hicks. Approved: 100%

**Treasurer’s Report**:

* Current balance **$210,666.78** New voting members as of today (1/4/25): Grace Edinboro, Ken Parris, David Dewbre, Lani Cahill, Mike Smith, Casandra Smith, Dan Word, Shawnie Livera, Roni Lopez, Will Hicks, Chloe Ahle, Paul Saba, Belinda Contreras, David Arbogast, Kenny Cook-Askins
* We need to draft, discuss, and approve a budget for 2025.
* Discussion of monthly reconciliation between Susan and Roni.

-Move to accept the Treasurer’s Report made by Will Hicks, seconded by Ken Parris. Approved: 100%

**Old Business:**

1. We received the surety bond required by the Listos Grant. Cost was $983.25.
2. We received the promised letter from the IRS confirming our non-profit status.
3. As part of the update in accounting procedures, we’re adopting several new forms to be used in cash receipt, depositing, reimbursement, and purchase requests. This resolves the issue of a form for people to request reimbursement. The forms have been drafted and sent out to board members for an approval vote. Motion to accept the forms as is/with suggested changes made by Paul Saba. Seconded by Will Hicks. Approved: 100%. Requests for reimbursement now need to be made on the approved form.
4. Update on the plaques ordered: Received the 3 for the UK Staff Ride. Have not developed verbiage for the ones for CSLO DFAC and PX and JFTB Los Alamitos. No change.
5. Listos Grant Report: Took a break from ordering the remainder of the grant approved items in DEC, awaiting the insurance bond and any follow-up on that. Also have been working at getting quotes for the one major item of equipment we’re purchasing that requires them. We have just under $50K left in the grant funds. Because that major equipment item is going to cost significantly less than anticipated, we’ll likely have some funds, maybe even about $10K left over. Grace recommends we purchase more Stop-the-Bleed Kits. Motion to use the extra grant funds to purchase Stop-the-Bleed Kits made by Grace Edinboro. Seconded by Ken Parris. Approved: 100%
6. No update on AEDs in CSLO facilities. 1SG Dionne will check into this. Let Sarahy know about this request.
7. No change on MOU between LEAD and CMD. Mike Smith working on the verbiage. Now that the changes to the California Military & Veterans Code are law, we can move forward. Meeting scheduled in mid-January.
8. Annual Report: Zak Lara started working on this with input from Grace Edinboro. The draft is available for review and suggestions for completion. Need to meet to finalize.
9. Update on LEAD website, which still needs to be developed. Susan says a website came with the APLOS software. Or Jed Soriano may be able to help out. No change.
10. Wilderness Skills Course finished up 7 DEC. Pending a reimbursement request from 1SG Dionne to close that out. $500 authorized in NOV. No update.
11. No movement yet at getting a price (or gift) for the container of NVMI equipment that’s still sitting at Fort Irwin. No movement on seeing if the Cal Guard can move the container to CSLO for us. Note that we could put it at California City HS (Belinda Contreras), near Ft Irwin, if needed.
12. LEAD Board voting membership has been added to the Cadet Store website under “One Time and Recurring Donations.” Item closed.
13. Still need to set a date and announce the elections for the LEAD Board positions of Vice President and Treasurer early in 2025. Scheduled for 8 FEB 2025.
14. We had agreed to purchase metal asset tag stickers to identify LEAD property held in CACC warehouses. Still need to follow up on that. Grace will look into it.

**New Business**.

1. In between meetings, a need arose that required a vote-by-email. On 15 DEC, we were notified that the Dining Facility would be closed on CSLO during the scheduled BCTA class, 6-10 JAN. BCTA was requesting $4300 to provide meals to the students and instructors present for BCTA and BNCOC, an estimated total of 33 personnel. Grace Edinboro made a motion to authorize $5000 to put together continental style breakfasts and catered lunches and dinners. Susan Sirkin seconded the motion. 11 votes were cast via email, which allowed the motion to pass.

2. Motion by Ken Parris to authorize up to $600 to purchase tourniquets for brigade STB Training Kits (CAT-T). Seconded Dan Word. Approved: 100%

3. Zak Lara requests $600 in funding for Facebook & Instagram ads for school recruiting purposes. Ken Parris moves to authorize up to $600 to accomplish marketing efforts. Mike Smith seconds. Approved: 100%

4. Should we be charging sales tax when selling items from the Cadet Store? We need to consult a professional who can tell us what we’re required to do. Ken Parris proposes authorizing $1000 to consult a business tax attorney. Dave Arbocast’s daughter works in the non-profit department of an accounting firm. We can start by asking her to check for us. Dan Word seconded. Approved: 100% Grace will consult Susan and then write something for him to give to his daughter.

5. Price for a Summer Encampment ticket set at $150. Moved by Mike Smith, seconded by Will Hicks. Approved: 100%

6. Encampment Scholarship program set with $50 scholarship offered. Ken Parris moved, Mike Smith seconded. Approved: 100%

7. Lani Cahill moved to authorize up to $100 to purchase accoutrements (star devices) for IMA ribbons. Seconded by Ken Parris. Approved: 100%

8. Lani Cahill moved to authorize up to $200 to purchase coffee and donuts for IMA judges. Seconded by Will Hicks. Approved: 100%

9. Belinda Contreras moved to authorize up to $1500 to pay for Red Cross certification for instructors trained plus supplies needed for the training. Seconded by Grace Edinboro. Approved: 100%

10. Will Hicks moved to authorize $100 to support Recondo training in February. Seconded by Paul Saba. Approved: 100%

The meeting was adjourned at 12:43 pm.



DAVID DEWBRE

LEAD Board President 7 DEC 2024