**Minutes - LEAD Foundation Board Meeting**

**7 December 2024**

Meeting called to order by Board President (David Dewbre) at 2:07 pm.

**Present at Meeting**: Lani Cahill, Belinda Contreras, David Dewbre, Grace Edinboro, William Hicks, Shawnie Livera, Roni Lopez, Ken Parris, Susan Sirkin, Casandra Smith and Mike Smith. This constitutes a quorum of voting members. Non-voting members present: Maricela Amador, Keri Bogle, Dana Hicks, Zak Lara, Victoria Mindiola, Dan Word.

**Approval of Minutes**: The minutes from the 2 NOV 2024 meeting were reviewed and approved as published. Move to approve minutes as published: Ken Parris; Seconded: Casandra Smith. Approved: 100%

**Treasurer’s Report**:

Current balance $204,547.73 New voting members as of today (12/7/24): None

-Surity Bond for the Listos Grant was paid for, then refunded when the insurance company couldn’t provide the rider we needed.

-Waiting to receive a promised letter from the IRS that fully resolves our non-profit status. This may not be updated on their website, but we can use the letter for proof of status.

-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 will be published by January 2025.

-Move to accept the Treasurer’s Report made by Roni Lopez, seconded by Casandra Smith. Approved: 100%

**Old Business:**

1. 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.
2. Listos Grant Report: Purchased more items with the Listos Grant funds - $32,611, which brings us to a total of $124,828.25. Board officers participated in the Performance Assessment Report meeting with Listos rep on 15 NOV. All well except our lack of a Dishonesty Fidelity insurance bond. Grace has been working to purchase that. We initially thought we could get the insurance bond for $350, and approved up to $500, but it looks like it’ll be closer to $850. Will Hicks moved to authorize up to $1000 for the bond. Seconded by Belinda Contreras. Approved: 100%
3. The blazons were received and will be offered for sale by the Cadet Store at $25 each. Closed.
4. No update on AEDs in CSLO facilities. 1SG Dionne will check into this.
5. No change on MOU between LEAD and CMD. Mike Smith working on the verbiage, and awaiting for the new provisions of the California Military & Veterans Code to be enacted on 1 JAN 2025.
6. Dave Dewbre noted that we need to produce an annual budget by 1 JAN 2025. No movement on this yet. Ties in to our grant and insurance requirements and new accounting procedures.
7. Annual Report: Zak Lara and Roni Lopez will start working on this with input from Grace Edinboro. Zak shared a sample from the Veterans Legal Institute.
8. Update on LEAD website, which still needs to be developed. Susan thinks a website may come with the APLOS software. Or Jed Soriano may be able to help out. No change.
9. The lighting kit and camera stabilizer were purchased to support the CACC Public Affairs team. Closed.
10. Wilderness Skills Course finishing up 7 DEC. Pending a reimbursement request from 1SG Dionne to close that out. $500 authorized in NOV.
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. Dave Dewbre proposed that the authorization for named LEAD Board officers to execute documents and agreements related to the Listos Grant Performance Assessment Review be extended from November 15, 2024 to March 15, 2025.

**New Business**.

1. The proposal was made that we should add an item to the Cadet Store to give individuals the ability to pay their $25 for voting membership in the LEAD Board. Will be done this week, and available on the Admin and Donation pages.

2. Discussion about putting out an election date for the annual vote for Board officers. In odd years, the Vice President and Treasurer are elected. We determined not to vote today (7 DEC), but to put forward a date in 2025.

3. New Accounting Policies. With our ongoing professionalization of fund management, encouraged by our Listos Grant and insurance requirements, we have been updating our accounting policies. The updated policies are presented to the board, and enclosed in these minutes as an attachment. Amendments to the draft were recommended by Mike Smith. Those changes are:

* + (for monthly reconciliations): In the event any discrepancies are found, the Reconciler will notify the Board President and Vice President, who will investigate and resolve any discrepancies promptly.
  + (for purchase requisitions): Obtain necessary approvals (LEAD Board vote) before proceeding if the purchase was not listed in the annual budget. Items that are listed in the approved budget will have the following approval prior to actual purchase of the item:
    - Under $1000: approval by 1 board officer
    - $1000-$5000: approval by 2 board officers
    - Over $5000: approval of entire board

Motion to approve the updated policies with the 2 amendments made by Mike Smith, seconded by Belinda Contreras. Approved: 100%

4. Roni Lopez accepted the position as Reconciler.

5. Will Hicks accepted the position as Property Manager.

6. Discussion of whether property bought by LEAD should be transferred to CACC or kept on LEAD books. Agreed LEAD should keep accountability of property. We should buy metal stickers to properly label LEAD property.

The meeting was adjourned at 3:14 pm.



DAVID DEWBRE

LEAD Board President 7 DEC 2024