**Minutes - LEAD Foundation Board Meeting**

**5 October 2024**

Meeting called to order by Board President (David Dewbre) at 11:10 am.

**Present at Meeting**: Lani Cahill, Belinda Contreras, Kenny Cook-Askins, David Dewbre, Grace Edinboro, Shawnie Livera, Roni Lopez, Susan Sirkin, and Mike Smith. This constitutes a quorum of voting members. Non-voting members present: Maricela Amador, Terry Baker.

**Approval of Minutes**: The minutes from the 15 September 2024 meeting were reviewed and approved as published.

Move to approve minutes as published: Belinda Contreras; Seconded: Roni Lopez. Approved: 100%

**Treasurer’s Report**:

Current balance $140,076.88 plus $92,217.00 $232,293.88

New voting members as of today (10/5/24): None

Accounting software approved and purchased: APLOS

New form and process for people to request reimbursement – there may be a template in APLOS. Susan will check.

Waiting on update on IRS website regarding our tax exempt status. It’s affecting getting our Insurance so Lifeguard graduates can get their certification.

Move to accept the Treasurer’s Report made by Mike Smith, seconded by Ken Parris. Approved: 100%

**Old Business:**

1. Zak Lara was reimbursed for Leadership Conference.
2. Update on the plaques ordered: Received the 3 for the UK Staff Ride. Have not developed verbiage for the ones for CSLO and JFTB Los Alamitos. No change.
3. Listos Grant Report: $92,217 reimbursement for grant expenditures.
4. BCTA reimbursement to Tate Burns. Closed.
5. Information only. Terry Baker needs the LEAD W9 and letters showing IRS and CA AG non-profit status so he can submit a grant application for an NRA Grant.
6. Information only. Discussion of the California International Exchange (CA Staff Ride) scheduled for July 2025. LEAD will be asked to support some costs for food or venue entry for CACC cadets participating. LEAD will need to determine at a later date what we’ll contribute and what cadets will be asked to pay as their fee to attend. State funds will be used to pay for participating commandants (drivers), van rental, fuel, and food at CSLO.
7. Printer. Information only. The need for a new printer for the TOC at encampment was brought up. S4 is purchasing a printer using state funds, so LEAD is not asked for anything as of now.
8. MiFi devices for encampment. The possible need for MiFi devices for encampment units was brought up. Casandra Smith will research the cost estimate for said devices. Then LEAD will need to determine whether to meet this need.
9. Mike Smith moved to authorize up to $1000 to support the training events (Recondo, Marksmanship Competition, 1st Aid Instructor Training) to be held 31 Oct thru 3 Nov 2024. Roni Lopez seconded. Approved: 100%
10. Grace Edinboro moved to authorize $2500 to purchase 3 more Stop the Bleed Training Kits (including 4 STB Kits and 1 wound cube each) to augment what we were able to purchase with the Listos Grant. 2 kits will be retained at HQ CACC for centralized training, one will be issued to 13th Bde, which didn’t receive a kit (currently sharing with 3rd Bde). Will Hicks seconded the motion. Approved: 100%
11. Still looking for delivery of blazons.
12. Recondo Badge and tabs delivered to Lt Galdamez.
13. NRA Grant has been submitted by Terry Baker.
14. Possible need for MiFi devices. Approx $80 for each unit. Need to determine how many CACC actually needs.
15. No update on AEDs in CSLO facilities.
16. No update on MOU between LEAD and CMD.

**New Business**

1. In between meetings on 10/1/24, Mike Smith moved via email to approve APLOS as the accounting software for us to move forward on. The motion was to approve the purchase at $1822.80 per year and to move forward quickly at purchasing and loading the software. Seconded by Grace Edinboro. Final vote was 13 votes received supporting the motion, none against. Motion passed.
2. In between meetings on 10/2/24, Grace Edinboro moved to authorize the expenditure of up to $500 in support of XTC. PMA will purchase what’s needed and file for reimbursement. Final vote was 10 votes received supporting the motion, none against. Motion passed.
3. Mike Smith moves to establish an Annual Budget by DEC 2024. Ken Parris seconded. Approved: 100%
4. Dave Dewbre moves to amend the LEAD By Laws to require an annual budget for JAN-DEC each year and develop financial policies to direct spending and accounting. Seconded by Ken Parris. Approved: 100%.
5. Will need to produce an Annual Report to distribute to all directors of the corporation (voting members).
6. 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.
7. Grace Edinboro moves to add three tourniquet arm trainers for up to $1400 to medical purchase. Seconded by Belinda Contreras. Approved: 100%.

The meeting was adjourned at 11:52.