**Minutes - LEAD Foundation Board Meeting**

**2 November 2024**

Meeting called to order by Board President (David Dewbre) at 1:04 pm.

**Present at Meeting**: Lani Cahill, Kenny Cook-Askins, David Dewbre, Grace Edinboro, William Hicks, Shawnie Livera, Roni Lopez, Ken Parris, Dennis Sirkin, Susan Sirkin. This constitutes a quorum of voting members. Non-voting members present: Maricela Amador, Zak Lara.

**Approval of Minutes**: The minutes from the 5 October 2024 meeting were reviewed and approved as published.

Move to approve minutes as published: Ken Parris; Seconded: Kenny Cook-Askins. Approved: 100%

**Treasurer’s Report**:

 Current balance $222.926.67 New voting members as of today (11/2/24): None

 New form and process for people to request reimbursement – there may be a template in APLOS. Susan will check. No update.

 Waiting on update on IRS website regarding our tax exempt status. It’s affecting getting our Insurance so Lifeguard graduates can get their certification. The system shows the 990 forms from a few years ago were accepted, which indicates an update to our status. She’ll call the IRS next week.

Move to accept the Treasurer’s Report made by Roni Lopez, seconded by Kenny Cook-Askins. 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 and JFTB Los Alamitos. No change.
2. Listos Grant Report: $92,217 reimbursement for grant expenditures (no change). Upcoming Performance Assessment Report – meeting with Listos rep on 15 NOV.
3. 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. Tabling item until closer to encampment.
4. 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%. Training items were purchased and received. Closed.
5. Still looking for delivery of blazons. Notified they were shipped. Receipt expected in next month.
6. No update on AEDs in CSLO facilities. 1SG Dionne will check into this
7. No update on MOU between LEAD and CMD.
8. 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. No movement on this.
9. Annual Report: Zak Lara and Roni Lopez will start working on this with input from Grace Edinboro.
10. 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.

**New Business**.

1. Request from Zak Lara (CACC S5) for purchase of lighting kit ($399) and camera stabilizer ($299). Ken Parris moves to authorize $1000 for this purchase. Shawnie Livera seconds. Approved: 100%

2. Request from 1SG Dionne for $500 to support the Wilderness Skills Course. Will bring in about $1250. Motion by Will Hicks to authorize. Seconded by Ken Parris. Approved: 100%

3. Reminder from Zak Lara of container of NVMI stuff sitting at Ft Irwin. Fire equipment, handyman tools, lifeguard and cooking equipment, rappelling helmets, law enforcement equipment, spine boards, guidon poles. We can probably get it cheap. We would have to transport the container. Zak will see if we can get it for free or a very small price. Worth asking the CA Guard to move it as a transportation mission. 1SG will follow up with CSLO post command.

4. Grace Edinboro presented paperwork for approval by the Board to support the Listos Subrecipient Grant Handbook requirements for our grant. The following motions were made to approve the indicated new written policies:

* Negative CEQA Declaration. Moved by Ken Parris, Seconded by Roni Lopez. Approved 100%
* Anti-Discrimination Policy. Moved by Ken Parris, Seconded by Kenny Cook-Askins. Approved 100%
* Limited English Proficiency Policy. Moved by Roni Lopez, Seconded by Ken Parris. Approved 100%
* Also reviewed the Certification Form for Equal Employment Opportunity Plan (EEOP) Requirements
* Also reviewed the LEAD Organizational Chart
* Also reviewed a memo declaring that LEAD is not transferring funds (Second Tier Subawards)
* Also reviewed a Listos Grant Procurement Policy for LEAD
* Also reviewed Accounting Procedures for LEAD

5. David Dewbre moved to authorize the named LEAD Board officers to execute documents and agreements related to the Listos Grant Assessment Review with follow-up at the next Board meeting. The authorization will be valid until 15 November. Approval will be by the Executive Committee with ratification to follow. Seconded by Roni Lopez. Approved: 100%

The meeting was adjourned at 1:48 pm.



DAVID DEWBRE

LEAD Board President 2 NOV 2024