

**Education Foundation
BOARD OF TRUSTEES MEETING**

Location: Engadine Schools

Date: November 4, 2019

APPROVED

Call to Order:

The meeting was called to order at 6:30 PM by President Richard Pershinske

Roll Call:

Present: Julie Wiegand, Rae Klobucher, Amy Ferchak-Petrie, Dick Pershinske, Mike Meier, Angie McArthur, and Guest Jessica Elenbaas. Absent: Kevin Dennis, Beau Vallier, as well as Ted Maier

Old Business Items:

1. Approval of Minutes from Regular Board Meeting Minutes from October 2, 2019. – Corrections on spelling noted.
Rae Klobucher made a motion to accept the minutes after corrections.
2nd by Mike Meier – all approved motion passes.
** additional information is needed by the bank to add Julie as a check signer, an addition to the agenda was made to include this information.
2. Financial report from Dick Pershinske. Dick presented Julie Wiegand with the last three bank statements. The HSC Yoga group received a donation in the mail via Francie Dittrich. Rae Klobucher to send an official thank you, and Dick Pershinske will send a personal note as well. There is one invoice from the EUPISD for the work the intern did on the financial document summary.
3. IRS Filing Update: IRS tax documents 990s for the years 2009 - 2018 and the long form 1023 need to be completed. Edward Jones end of the year financials need to be received. Discussion on information that will be needed, from by-laws and perhaps the articles of incorporation as well.
4. Digital file update – Angie McArthur sent the digital file of the work the EUPISD Intern did to Julie Wiegand and Mike Meier. A hard copy was given to Dick Pershinske. The financial information was from 2009 – May 2017. She also separated all the scholarship information, but it was noted that

she did not get to the part where the investments were divided to the scholarships.

New Business Items:

1. Foundation Logo: Jessica Elenbaas was present and gave the Board several new logos to consider. After discussion the choice was narrowed down to style and wording of three. Jessica will combine those three with comments and bring 2-3 choices for the Board at the next meeting.
2. Jessica Elenbaas agreed to update the Foundation website that is part of the school's website. For now, she will update the Board of Trustees list, and the most recent scholarship recipients. Rae Klobucher will get her via email the receipt information to update to begin.
3. Treasurer hand off report – Dick Pershinske brought Julie Wiegand all the past financials for her if she would need them. She will compile all the bank statements, etc from May 2017 – 2018 that maybe need to complete the Tax document 990s for those years.
4. Rae Klobucher reports on her call to Amber Mack at the firm Anderson, Tackman, and Company, PLC. Rae spoke with Amber about our wish for an audit and past tax documents and the IRS filing that is needed by the Board. Amber is wondering since our financials are so simple and possibly incomplete if we really need an audit, or perhaps more consulting. She charges \$125/hour, and has worked for many non-profits in the past, and has even completed the forms needed. Discussion followed in the best action we should take.

Amy Ferchak-Petrie made a motion to for Dick Pershinske to be authorized to discuss with Amber Mack of the firm, Anderson, Tackman, and Company, to see if she would be willing to complete the necessary tax form 990s from the years 2009 – 2018, as well as help completed the 1023 IRS form needed for 501(3) c compliance, for up to \$1000.00 in services ~ 8 hours
2nd by Mike Meier – all approved motion passes.

5. Brochure ideas – discussion will continue at the next meeting, when the logo maybe settled upon.
6. Newspaper ad – discussion will continue at the next meeting.
7. Timeline discussion for tax prep filing & long form completion.

Discussion – With authorization to talk and pay for services with Amber Mack, we will know more of the timeline for completion.

8. Class of 1968 – Dick Pershinske tried calling Cathy Collins about her inquiry. Angie McArthur gave more information that the Class did offer for 2018 a one-time scholarship through the school. The class inquired about beginning to set up an annual scholarship, so Angie suggested they get in contact with the foundation for that. Dick will try again to call her, and if that is not successful, we will use the email provided by the School office.
9. Check signers: A motion was made by Rae Klobucher to authorize the Treasurer, Julie Wiegand as well as the President, Dick Pershinske to become the approved signers of the checking account held at the Tahquamenon Area Credit Union. 2nd by Amy Ferchak Petrie. All approved, motion passes.

Next meeting : Scheduled for Tuesday, December 3, 2019 at 6:30 PM

Adjournment: 7:33 PM