

Insight Meditation Ann Arbor

April 13, 2014 Board Meeting Agenda

Date: April 13, 2014
Location: Harmony Yoga
Time: 9:15 AM
Present: Phil Knessi, Pat Conner, Tom Slank, Judi Green
Absent: Dawn Lemon

Meeting called to order at 9:15 AM

1) Community Comment:

None

2) New treasurer for the Board following Marta's resignation

After discussion, Moved, seconded and unanimously approved that Judi Green accepts and will serve as Treasurer following the resignation of Marta Schonfeld from the board. The need to track and report revenues and expenditures by category (classes, retreats, Sunday sitting, special events) was identified and acknowledged. Judi will work with Pat and Christine Conner to set-up and track financial information and reports.

3) 2013 tax filings

After discussion, Moved, seconded and unanimously approved that the Insight Meditation Ann Arbor fiscal year be set as beginning January 1 and ending December 31 so as to coincide with the calendar year.

It was clarified that our first 990-N tax filing will be due on May 15, 2014. *(After the board meeting Pat contacted the appropriate Federal agency and initiated the set-up of our electronic filing account and although this process may take up to six weeks, we may file at that time without penalty.)*

Pat has agreed to handle the on-line 990-N filing.

4) Bank account (PNC Bank account #4273501466):

Phil – new checks have been ordered, action needed regarding change in signatories – Moved, seconded and unanimously approved that Marta Schonfeld (former Treasurer) be removed from PNC account #4273501466 and Judi Green (new Treasurer) be added as a signatory. The other officers, Thomas Slank and Phil Knessi will remain as signatories.

5) Job descriptions for Board officers:

Brief discussion, action deferred until next meeting.

6) Donation Tracking and Acknowledgement – for tax deductions to donators:

Discussion and action deferred until next meeting.

7) Initial discussion of Terry's proposal for utilizing Dropbox for IMA2 documents:

Discussion and action deferred until next meeting.

8) 501.c.3 status/progress:

Pat has agreed to draft the 501.c.3 form 1023 application which is due no later than September 2015 (clarified subsequent to meeting). Judi and Pat, with input from Terry Gliedt, will work together to estimate an initial annual budget.

Next meeting:

Phil will coordinate a meeting planned for May 2014 at a time to allow for all items on the agenda to be addressed.

Adjournment:

Meeting adjourned at 9:45 AM