

ODGI Meeting Minutes

Meeting Type: Board of Directors Officers Committee General

Meeting Notice: Regularly Scheduled Specially Called

Meeting Date: 2014-01-02

Meeting Open Time: 8:15 pm

Meeting Location: William Burbage's Residence, 203 Drennen Road, Orlando, FL 32806

Meeting Chairperson: Daryl Siddon

Meeting Scribe: Daryl Siddon

Meeting Attendance:

Present: William Burbage, Mark Janssen, James LeBaube, Daryl Siddon

Absent: None

Meeting Quorum: # Needed = 3 # Present = 4

Meeting Agenda:

1. Old Business
 - a. Approval of Prior BoD Meeting Minutes (Siddon)
 - b. Review Outstanding BoD Action Items (Siddon)
2. New Business
 - a. Status IRS Tax Exemption Application (Siddon)
 - b. Review ODGI Products Summary (Siddon)
 - c. Review Bylaws (Siddon)
 - d. Review Position Duties (All)
 - e. Review Multi-Year Strategic Plan (Siddon)
 - f. Sign OCI Attestation Forms (Burbage, Janssen, LeBaube, Siddon)
 - g. Discuss Additional Director (All)
3. Any Other Business (Janssen)
4. Next BoD Meeting (Janssen)

Meeting Topic #1a: Approval of Prior BoD Meeting Minutes

Discussion:

Daryl Siddon noted that the meeting minutes from the prior 2013-07-15 Board of Directors Meeting were approved via signature by the attending Board of Directors on 2013-07-28.

Meeting Topic #1b: Review Outstanding BoD Action Items

Discussion:

Since it has been six months since the last Board of Directors (BoD) meeting, Daryl Siddon reviewed the list of outstanding action items with the Directors. Some action items were re-assigned. Some action items due dates were extended.

Meeting Topic #2a: Status IRS Tax Exemption Application

Discussion:

Daryl Siddon indicated that he spoke with an Internal Revenue Service (IRS) representative on 2014-01-02. He discussed the latest status of the IRS Form 1023 processing by the IRS. The application, submitted on 2013-06-06, has not yet been assigned to an IRS "screening" agent.

Daryl Siddon explained that if/when the IRS issues to ODGI a favorable tax-exempt disposition letter, that ODGI will issue a donation receipt to prior donators so that the donator may submit a revised income tax return to the IRS for a prior year.

Meeting Topic #2b: Review ODGI Products Summary

Discussion:

Since it has been six months since the last Board of Directors (BoD) meeting, Daryl Siddon reviewed the ODGI Products Summary document noting the products that were outstanding and by whom. Each outstanding product was discussed. Some product status was updated. Some products were re-assigned.

Meeting Topic #2c: Review Bylaws

Discussion:

Daryl Siddon explained that the corporation has been up and running for 8 months. Daryl Siddon reviewed the current ODGI Bylaws that govern business operations. He presented proposed ODGI Bylaw changes that reflect desired corporate business operations. In summary the changes affect ODGI Bylaws Section III "Directors" and pertain to: a) editorial changes, and b) adjust the number of days notice required to call a BoD Special Meeting. It is expected that these bylaw changes will be reviewed and approved at a subsequent BoD Meeting.

Meeting Topic #2d: Review Position Duties

Discussion:

Daryl Siddon explained that the corporation has been up and running for 8 months. Daryl Siddon reviewed the current ODGI Position Duties that govern business operations. He presented proposed ODGI Position Duties changes that reflect desired corporate business operations. It is expected that these Position Duties changes will be reviewed and approved at a subsequent BoD Meeting.

Meeting Topic #2e: Review Multi-Year Strategic Plan

Discussion:

Daryl Siddon explained that the corporation has been up and running for 8 months. Daryl Siddon reviewed the current ODGI Multi-Year Strategy Plan that defines planned business activities. He presented proposed ODGI Multi-Year Strategy Plan changes. It is expected that these Multi-Year Strategy Plan changes will be reviewed and approved at a subsequent BoD Meeting.

Meeting Topic #2f: Sign OCI Attestation Forms

Discussion:

Daryl Siddon indicated that each BoD and Officers are required to annually attest to compliance with the ODGI Organization Conflict of Interest (OCI) policy by signing an OCI attestation form. William Burbage, Mark Janssen, James LeBaube, and Daryl Siddon each signed OCI forms.

Meeting Topic #2g: Discuss Additional Director

Discussion:

Directors discussed benefits of adding an additional Director to support growth of the organization. Contributions of several candidates were discussed.

Motion Originator: Daryl Siddon

Motion Description:

Open an additional Director position for the BoD to fill.

Motion Consideration: As Is Debated Amended

Vote Type: By Count:

For = 4 # Against = 0 # Abstained = 0

Meeting Topic #3: Any Other Business

None.

Meeting Topic #4: Next BoD Meeting

Discussion:

There was no discussion on when the next Board of Directors Meeting would be held. The actual date/time/location to be later established.

Meeting Close Time: 11:15 pm

Meeting Minutes Review/Approval:

Name: William Burbage

Signature: William Burbage

Date: 11/2/2014

Name: Mark Janssen

Signature: Mark Janssen

Date: 11/2/14

Name: James LeBaube

Signature: James LeBaube

Date: 11/2/14

Name: Daryl Siddon

Signature: Daryl Siddon

Date: 11/02/2014