

ODGI BoD Meeting Minutes

Meeting Type: Board of Directors Officers Committee General

Meeting Notice: Regularly Scheduled Specially Called

Meeting Date: 2013-05-29

Meeting Open Time: 7:43 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. New Business
 - a. Review Tax Exemption Application (Siddon)
 - b. Discuss Needed QuickBooks Software (Siddon)
 - c. Discuss ODGI Products Summary (Siddon)
 - d. Discuss Multi-Year Strategic Plan (Janssen)
2. Old Business
 - a. Approval of Prior BoD Meeting Minutes (Siddon)
 - b. Status/Disposition of Outstanding Action Items
 - i. Update Organization Chart (Siddon)
 - ii. Solicit Candidates For Events Coordinator Position (Burbage)
 - iii. Establish ODGI With City Government (Janssen)
 - iv. Establish ODGI With County Government (Janssen)
 - v. Establish ODGI Bank Account (Siddon)
 - vi. Develop ODGI's Solicitation of Contributions Registration Application (LeBaube)
3. Any Other Business (Siddon)
 - a. None
4. Next BoD Meeting (Siddon)

Discussion:

Mark Janssen notified the Board of Directors that he had to soon depart to attend an urgent non-ODGI matter. He requested a re-ordering of the meeting agenda to cover the most time-critical items first. All Directors agreed.

NOTE: The following meeting topics are conveyed in the order they were discussed.

Meeting Topic #1a: Review Tax Exemption Application

Discussion:

Daryl Siddon presented and discussed the ODGI tax-exempt application (IRS Form 1023) with its attachments. A review and discussion of information occurred on each section of the application.

Motion Originator: Daryl Siddon

Motion Description:

Approve the ODGI tax-exempt application (IRS Form 1023) as presented on 05/29/2013, along with the incorporation of all BoD discussed edits, for submittal to the Federal IRS with requisite funds as ODGI's application for IRS 501(c)(3) tax-exempt status.

Motion Consideration: As Is Debated Amended

Vote Type: By Count:

For = <#> # Against = <#> # Abstained = <#>

By Roll Call:

Votes For: William Burbage,

Mark Janssen,

James LeBaube,

Daryl Siddon

Votes Against: None

Votes Abstained: None

Motion Disposition: Passed Rejected Tabled Withdrawn

Action Item:

Daryl Siddon to complete the ODGI tax-exempt application (IRS Form 1023) by incorporating all BoD discussed edits. Daryl Siddon to submit the ODGI tax-exempt application (IRS Form 1023) and requisite funds, within one week, to the the Federal IRS.

Meeting Topic #1b: Discuss Needed QuickBooks Software

Discussion:

Daryl Siddon discussed accounting/bookkeeping software to be used by the Treasurer. Various alternatives were investigated by him. He recommends QuickBooks software over other open source (free) and commercial products. It is a commercially available and commonly used product that has become the de facto standard for small businesses. CPAs know it. Our next Treasurer will likely know it. The non-profit version simplifies weekly transaction processing and annual IRS Form 990 preparation. Mark Janssen proposed utilizing an available user license from an existing QuickBooks 2011 Pro version he owns. Daryl Siddon investigated the customizations to make the Pro version have non-profit capabilities and then its subsequent weekly use. Daryl Siddon discussed the 3 upgrade paths to get the Pro version to the stock non-profit version; involved, costly, and usage is more burdensome. Daryl Siddon recommended purchasing a copy of QuickBooks 2013 Premier Non-Profit which is available for approximately \$200. There are no recurring annual costs. Purchase the software once and use it for years.

Motion Originator: Daryl Siddon

Motion Description:

Approve purchase of the QuickBooks 2013 Premier Non-Profit version of accounting/bookkeeping software.

Motion Consideration: As Is Debated Amended

Vote Type: By Roll Call:

Votes For: William Burbage,
Mark Janssen,
James LeBaube,
Daryl Siddon

Votes Against: None

Votes Abstained: None

Motion Disposition: Passed Rejected Tabled Withdrawn

Action Item:

Treasurer to purchase QuickBooks 2013 Premier Non-Profit software, within the next two weeks. Purchase price not to exceed \$250.

NOTE: Mark Janssen excused himself for the remainder of the BoD meeting to depart and attend to an urgent non-ODGI matter. After Mark Janssen's departure, a quorum still exists with three (3) Directors present. BoD business continued.

Meeting Quorum: # Needed = 3 # Present = 3

Meeting Topic #1c: Discuss ODGI Products Summary

Motion Originator: Daryl Siddon

Motion Description: Table this topic until the next BoD meeting.

Motion Consideration: As Is Debated Amended

Vote Type: By Count:

For = 3 # Against = 0 # Abstained = 0

Motion Disposition: Passed Rejected Tabled Withdrawn

Meeting Topic #1d: Discuss Multi-Year Strategic Plan

Motion Originator: Daryl Siddon

Motion Description: Table this topic until the next BoD meeting.

Motion Consideration: As Is Debated Amended

Vote Type: By Count:

For = 3 # Against = 0 # Abstained = 0

Motion Disposition: Passed Rejected Tabled Withdrawn

Meeting Topic #2a: Approval of Prior BoD Meeting Minutes

Discussion:

It was noted that the meeting minutes from the prior 2013-05-17 Board of Directors Meeting were approved via all Director's signatures on 2013-05-18.

Meeting Topic #2b: Status/Disposition of Outstanding Action Items

Discussion (Action Items #2 and #3: Update Organization Chart)

Daryl Siddon displayed and discussed the updated Organization Chart that now reflects Chairman of the Board and Officers that were appointed during the 2013-05-17 BoD Meeting. The organization chart was updated and posted to web site. The BoD agreed that the Action Items were now closed.

Discussion (Action Item #4: Solicit Candidates For Events Coordinator Position)

William Burbage reported that he has developed a letter to solicit candidates for the Events Coordinator position. A list of viable candidates was discussed and revised. William Burbage will contact each candidate via telephone to inquire about their interest in the position. William Burbage will send a follow-up e-mail with details of the position to each interested candidate. The BoD desires to fill the position by the end of June 2013.

Discussion (Action Item #7: Establish ODGI Bank Account)

Daryl Siddon reported that he (Treasurer) and Mark Janssen (President) established a free checking account for ODGI at Regions Bank on Fri 05/24/2013. They are the signatories on file. P.O. Box used as the mailing address. Checkbook is on order. Check card is on order. Enrolled for online banking. Enrolled for electronic bill payment. Enrolled for electronic statements. Web account user id and password are maintained by Treasurer. The BoD agreed that the Action Items were now closed.

Discussion (Action Item #5: Establish ODGI With City Government)

Discussion of this action item was tabled until the next BoD meeting.

Discussion (Action Item #6: Establish ODGI With County Government)

Discussion of this action item was tabled until the next BoD meeting.

Discussion (Action Item #8: Develop ODGI's Solicitation of Contributions Registration Application)

Discussion of this action item was tabled until the next BoD meeting.

Meeting Topic #3: Any Other Business

Discussion:

None

Meeting Topic #4: Next BoD Meeting

Discussion:

The next Board of Directors Meeting is planned for 7pm on Monday June 3rd, 2013 at William Burbage's home.

Meeting Close Time: 9:40 pm

Meeting Minutes Review/Approval:

Name: William Burbage
Signature: William Burbage
Date: 6/3/2013

Name: Mark Janssen
Signature: Mark Janssen
Date: 6/3/13

Name: James LeBaube
Signature: James LeBaube
Date: 6/3/13

Name: Daryl Siddon
Signature: Daryl Siddon
Date: 06/03/2013