

Libella Foundation – Board Meeting Agenda

Date: 9/9/2025

Time: 5:00pm ET

Location: Microsoft Teams

[Join the meeting now](#)

Meeting ID: 285 031 336 706 3

Passcode: 2C2Ma3pd

1. Call to Order & Welcome

- Roll call / attendance
- Approve prior meeting minutes

2. Organizational Development

- **Vote: Organizational Chart**
 - Review proposed chart (Executive Director, Program Officer, Development, Finance/Admin, Volunteers)
 - Approve structure as framework for growth
- **Board Composition Update**
 - Discuss timing for adding permanent board members before FY 2026 launch

3. Facility / Distribution Hub Discussion

- **Review: Royal Palm Beach industrial space (9150 Belvedere Rd, 1,356 SF)**
 - Features: office + warehouse, roll-up door, climate-controlled, central location
 - Potential use: kit storage, supply staging, volunteer hub
- **Action Items:**
 - Evaluate lease feasibility (\$26.46/SF/YR)
 - Discuss alternatives (Delray, West Palm options)
 - Assign follow-up (tour space, request lease terms, compare nearby listings)

4. Finance & Budget

- Startup Budget (2025) – \$30,000 status
- Projected Budget (2026) – \$250,000 update
- Cash flow considerations (donation timing, grant pipeline, in-kind support)
- Credit card / banking updates (BoFA account setup, nonprofit credit card options)

5. Fundraising & Revenue Development

- Amazon Wish List launch + promotion strategy
- Direct mail campaign (EDDM targeting Palm Beach ZIP codes)
- Corporate sponsorship outreach (Publix, FPL, Florida Blue, etc.)
- Upcoming grant opportunities (Lost Tree, Volunteer Florida, Red Cross)

6. Programs & Outreach

- September Preparedness Month campaign (TikTok, Instagram, Facebook posts)
- Expo attendance (Palm Beach Senior Expo, Fort Lauderdale Fire Expo, FEPA/Florida GHC in 2026)

7. Other Business

- Conflict of Interest Policy & annual board disclosure forms
- Bylaws adoption confirmation
- Volunteer recruitment strategy for fall events

8. Action Item Recap & Assignments

- Summarize who is responsible for:
 - Space/lease exploration
 - Program supply list/vendor research
 - Fundraising campaign rollout
 - Board expansion process

9. Adjournment