

Oaxaca Streetchildren Grassroots, Inc.
P.O. Box 2219, Benton, AR 72018
oaxacastreetchildren.org

**Minutes, Board of Directors meeting
September 19, 2022 (by Zoom)**

Board Members Present: Dave Slaymaker, Tim Porter, Ken Lorenze, Colleen Meiman, Marla Jensen, Marilyn Horn, Quinn Campbell.

Board Members Absent: Nancy Hatcher, John Tyler

Guests: Penny Hopkins (CANFRO)

Dave introduced the new OSCGR Director, Andrea Catalano. She made a few remarks to introduce herself to Board members.

1. Call to Order

Dave called the meeting to order at 4:30pm MDT.

2. Approval of Minutes

Read minutes from August 22, 2022, board meeting. Corrections made: Ken was absent from this meeting. The Three Kings Party is proposed for January 7, 2023. Wording was changed to reflect OSCGR “desire” for a director at CEI. Board members unanimous in accepting minutes as corrected.

3. Board Member Reports

- **September trip to Oaxaca for opening of Casa Emilie**
 - **Dave:** The recent visit to Oaxaca to attend the opening of Casa Emilie and meet with CEI staff and Board Members was overall a good visit. The event opening Casa Emilie was very well done and they have done a great job on the house. Julieta Zarate Playas is the coordinator at Casa Emilie. There is an additional opening for instructional staff and three candidates were interviewed during the visit. The choice belongs to CEI.
 - **Colleen:** Visit was an overall good experience. The location of Casa Emilie in Xoxo is easily accessible and will be more used than the Crespo house.

- **Tim:** The opening of Casa Emilie was great. The staff at CEI did a good job with organization and publicity coverage. The Municipal President and a representative from the Alfredo Harp Helú Foundation were present. Connections were made that may be of benefit in the future. The joint meetings with members of the CEI Board were helpful in building relationships and making collaboration successful.
- **Marilyn:** The opening of Casa Emilie was very pleasant. It was good to meet the new Board Members from CEI.
- **New Accounting Procedures (Colleen)**

Colleen, Dave, Tim, Marilyn met jointly with CEI staff (Coordinator Eréndira Revilla, accountant Elisa Velasco, social worker Diana Martínez) to share the new accounting framework to be used for the budget. Colleen met individually with Elisa. While there was some concern about changes, Colleen stressed that the possibility of an audit makes it crucial that best practices are in place. A positive audit is beneficial in attracting future donors. Colleen estimates it will be 18 months before this new system is routine and running smoothly. Attempts are being made to align OSCGR and CANFRO systems for facility of communication.

Currently, the social worker seems to mostly manage clerical tasks. Hacienda requires a great deal of paperwork and a discussion was held about how to shift this responsibility. One suggestion is to hire a contract worker at peak periods. Another idea is to look at reforming and streamlining the process. Colleen proposed the following motion:

“OSCGR encourages CEI to submit a proposal to OSCGR for funding for a new accounting and IT system to simplify and coordinate CEI's financial tracking and documentation.”

The motion was seconded and approved.

- **CEI Truck (Dave)**

Dave, Tim, and Marilyn, met with Martha Canseco and Daniel Rojas, president and treasurer, respectively, of the CEI board, to discuss the purchase of a pickup truck. Former CEI board member Lael Johnson, now deceased, made a \$26,000 donation in March 2020 with the intention of funding purchase of pickup CEI would use to visit the homes of applicants. The amount of the donation was not large enough to purchase the truck desired by CEI, so CEI purchased a truck costing significantly more, using credit in Daniel's name. It will be paid in total by November and the registration transferred to CEI. It is determined that this was not a wise action but did not involve wrongdoing.

Questions still to be answered: How is the truck used? Who uses the truck? Where is its location? When it is registered to CEI the guidelines can be established. Meanwhile, Martha will be asked for a copy of the paperwork showing transfer to CEI.

4. Financial Report (Dave)

Finances are stable, but donor numbers are down. Three large donations have kept finances healthy. The most current CEI budget request is \$6,812.51 over projection.

- **Action:** Dave will follow up details with CEI accountant to see which categories are requiring more money. Tim will look at the data from previous years. Based on this additional information, a decision can be made about what to send.

5. Old Business

- **CEI staff bonus:** Tabled until November.
- **Three Kings Party:** OSCGR supports having this event, proposed for Jan. 7, 2023.
- **Annual campaign:** Tim will do the newsletter production. Content, and sources of content to be discussed.

6. New Business

- **Reimbursement:** Dave requested reimbursement for \$563.94 in board expenses while in Oaxaca. Motion to approve was made and carried unanimously.

- **Payroll Setup for Andrea Catalano:** In process.
- **Financial Compliance Committee:** A new committee – an offshoot of the Finance Committee – to review CEI budget and accounting reports. Dave made a motion that this committee be formed with Colleen as the chair, members Tim and Quinn, and CANFRO liaison Penny as members. It was carried unanimously.
- **Resignation of Board Member:** Board secretary Gloria Garcia submitted her resignation today due to personal obligations. Her service is appreciated and Dave will send a card from the OSCGR Board expressing our thanks. Tim will take over writing the minutes for one year.
- **Donor Recognition**

A discussion was held about ways to recognize significant donations to OSCGR. CEI Board Member John Faustmann has also expressed an interest in this project. Tim made the following motion: “An ad hoc joint CANFRO/ OSCGR /CEI committee should be formed to develop a system for recognizing significant supporters.” Colleen seconded the motion and it passed unanimously. Andrea will be involved in this collaboration.

 - **Action Item:** Penny will contact John Faustman. She will assemble possible terms of reference for “recognition committee.”

7. Next Meeting

The next Board meeting will be Monday, October 24, 2022, at 4:30 pm MDT.

The meeting was adjourned at 6:10 MDT