

**MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS OF  
TERRY TUTORS SPECIALIZED EDUCATION SERVICES**

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The Board of Directors of Terry Tutors Specialized Education Services held its quarterly meeting on December 17, 2016 at 12:00 pm at 13423 Burbank Blvd. in Sherman Oaks, California 91401 via teleconference.

The following directors were in attendance at the meeting

- Christine Terry, Founder & Executive Director
- Elisabeth Miller, President
- Laura Gonzalez, Vice President
- Lydia Butterfield, Treasurer

Anne Esparza, Secretary, was not in attendance, and, therefore this meeting did not constitute a quorum of the full board. Note: The Secretary was briefed as to the contents of this Meeting.

**QUARTERLY FINANCIAL REPORT**

The Chairperson submitted the quarterly financial update, indicating that as of November 2016, Terry Tutors Specialized Education Services is currently profitable with a gross income of \$13,757.06 and a net income of \$5,353.38. Monetary donations total \$1,989.41; there are no in-kind donations to report for this quarter. Year-to-date employee salary earnings are \$3,511.50. The Executive Director has applied to one grant.

**TRAININGS**

The Executive Director has accepted an offer with Teach for America beginning Summer 2017 with a two to three year commitment, whereby she will obtain her K-12 Teaching Credential and Masters in Special Education. This commitment will directly impact the nonprofit in terms of time dedicated to student caseload but will likely lead to additional revenue streams to benefit the nonprofit in the future.

**'PASSIVE' INCOME**

The Vice President presented research on 'passive' income that the nonprofit can potentially generate. Her findings indicate that Amazon Smile gives back .05% of each purchase made, Amazon Stores would be too cumbersome in terms of time and liability, but YouTube Recommendations about student supports would be a free way to generate name recognition and drive traffic to the website, turning 'fans' into customers. To ensure a quorum, a vote on a motion to begin moving forward with Amazon Smiles and YouTube Recommendations will take place at the next quarterly meeting.

**GRANTS**

The Secretary was not present during this meeting but relayed the following information to the Board via the Executive Director: there are many local, state and federal grants available for education and

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special education specifically. Grantwatch.com is an online database that houses these grants but it does require monthly payment. This is something the nonprofit may want to invest in for the future.

**GUIDESTAR & CHARITY NAVIGATOR**

The President reported that Charity Navigator is a database for the public to ensure their donations are going towards legitimate nonprofits. Many of these nonprofits take in multi-million dollar donations, such as the ACLU and World Vision. Charity Navigator adds nonprofits to their database on their own accord; there is currently no mechanism by which we, as a small nonprofit, can submit to be added to the database.

The President also reported that the nonprofit is now at Guidestar's Bronze Level – this is the highest level a nonprofit until it makes its financials public. Since the nonprofit does not currently have reportable financials over \$50,000, the President motions that we do not list our current financials on Guidstar's public forum. To ensure a quorum, a vote on the motion to keep the nonprofit at Guidestar's Bronze Level will take place at the next quarterly meeting.

**QUICKBOOKS**

The Treasurer presented research on financial filing systems, including Quickbooks. She recommended the nonprofit continue using the excel as the primary accounting system until student case load and finances increase. She noted that as of 2016, Quickbooks offers a free one-year contract for 501(c)(3) nonprofit organizations.

**DONATION CAMPAIGN**

The Board suggested that our next donation campaign be in August 2017 to coincide with the start of the new school year. To ensure a quorum, a vote on this motion will take place at the next quarterly meeting.

**ADJOURNMENT**

Since there was no further business to come before the meeting, upon motion duly made and seconded, the meeting was adjourned.

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Elisabeth Miller, President, substituting for  
Anne Esparza, Secretary