

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

The Board of Directors of Terry Tutors Specialized Education Services held its quarterly meeting on September 18, 2016 at 1:00 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
- Lydia Butterfield, Treasurer
- Anne Esparza, Secretary

Laura Gonzalez, Vice President, was not in attendance, and, therefore this meeting did not constitute a quorum of the full board.

The chairperson announced that the meeting was held pursuant to written waiver of notice and consent to holding of the meeting signed by each of the directors. Upon a motion duly made, seconded, and unanimously carried, it was resolved that the written waiver of notice and consent to holding of the meeting be made part of the minutes of the meeting and placed in the corporation's minute book.

QUARTERLY FINANCIAL REPORT

The Chairperson submitted the quarterly financial update, indicating that as of September 18, 2016, Terry Tutors Specialized Education Services is currently profitable with a gross income of \$7,636.21 and a net income of \$1,732.48. Monetary donations total \$864.41; at this time, there are no in-kind donations to report. Current employee salary earnings are \$3,011.30. The Executive Director has applied to one grant.

MARKETING

The Chairperson announced that for marketing and transparency purposes, all board members were asked to submit a professional bio and picture for the website. All but one board member had completed this request prior to the meeting.

The Chairperson announced that the nonprofit had received a new logo and a new marketing video will be completed soon. This will aid in the development of a donation campaign, possibly at the end of the year for the national day of giving known as "Giving Tuesday" (November 29, 2016)

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TRAININGS

The Executive Director has completed two (2) trainings this quarter: State Registered Notary Public and Certified Kids Yoga Instructor. As a state registered Notary Public, the Executive Director can offer this service to current and prospective clients who have dealings with the state and school systems as it relates to their child (the student). As a Certified Kids Yoga Instructor, the Executive Director can employ the breathing and movement techniques during academic and behavior support student sessions. This particular certification is in keeping with the holistic approach to education – one that Terry Tutors Specialized Education Services uses as a model of care. Additionally, these certifications may lead to additional revenue streams to benefit the nonprofit.

ADJOURNMENT

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

Anne Esparza, Secretary