



Children's Shelter of Hope Foundation
505 N Tomahawk Is Dr
Portland, OR 97217
503 285 4007

Minutes - February Board Meeting
February 4, 2004 Tuesday 4:30 PM
Sudy Coy's condo - (ph 322 322 5765)

Next Meeting: Week of March 14, 2004 - 9:00 AM Sudy Coy's condo

Board Members Present: Christine Amo, Sudy Coy and Amy Welch.

Board Members Absent: Carmen Berkowitz, Jim Boland and Nick Engels.

Guest: Bill Welch.

There being a quorum, the meeting was called to order at 4:30 PM by Board Chair Christine Amo. Amy Welch took minutes.

The meeting was taped by Amo, should anyone wish to listen to the actual proceedings. Contact Amo.

President's Report - Christine Amo

Amo accepted Vickie Mason's withdrawal from the Board, and accepted Nick Engels request to become an honorary board member.

Treasurer's Report - Bill Welch

Attached is a foundation financial statement. Welch explained that there are still unbilled items, totaling approximately \$500 usd, for the cost of calendar and brochure printing. Welch reported \$2,561 usd as the bank balance. To date, \$12,264 usd has been raised and \$9,124 usd of that sum donated to the Refugio. Welch reported that the QuickBooks accounting program automatically generates a donation acknowledgement letter that is emailed to the donor. Coy requested that an email list of all contributors be kept, to enable notice of fundraisers. Foundation calendars are being forwarded to all donors of \$100 usd and more.

Communications - Christine Amo

Amo expressed that this method of communication appears to be working.

Amo is presently writing the second newsletter with distribution to be tentatively made in March. Coy to write an article about the dental visits made with the children and Madres.

Other articles are: feature a child and feature a board member.

Amo expressed concern that we anticipate an advertising budget for the Foundation which includes newsletters, brochures and other advertising materials to promote the Foundation.

Foundation Logo - Christine Amo

The Refugio board expressed concern that the Foundation logo is similar in design. The Foundation will change their logo. Amo will talk to Carmen Berkowitz to inquire about the Refugio logos that were previously discarded to see if there is one we can use.

Uniforms – Christine Amo

The \$560 usd donated to provide for new school uniforms for the children has forwarded by the Foundation to the Refugio, but it has not been spent for uniforms. Apparently, the government has not decided on new uniforms yet. These dedicated funds have been accepted by the Refugio board and will remain in their bank account until new uniforms are required.

Diamond Raffle – Sudy Coy

Nick Engels and another contributor have donated a 1 carat diamond for the “Diamond Dig” to be held at Casa Isabella on Sunday, February 22. Engels will be given a tax donation acknowledgement from the Foundation when a receipt is forwarded to the Foundation. Engel and fellow contributor will need to forward a receipt for the actual amount paid, and not the appraised value, as Engels has not held onto the diamond for a minimum of one year.

501(c)(3) Status – Bill Welch

Welch advised that the Foundation needs to modify its bylaws to reflect the IRS ruling which requires the Foundation to have a broad goal of helping the children of Mexico. Coy reflected that this is a positive change as perhaps in the future there will be a significant number of other charities that need financial assistance – such as: Children at the Dump, Casa Hogar and Street Boys. Welch will make revisions and then ask for agreement for a vote to change the bylaws to come into compliance with the IRS. After the vote, the web site will also be changed to reflect the new bylaws. These changes can be done by email through consent of the Foundation board members.

Web Site – Christine Amo

The web site was reviewed for accuracy and progress. Changes were discussed and a list of donors will be added to the site. For now, Coy and Amo are busy working on the “Diamond Dig” fundraiser. The web site, newsletter and Foundation bylaws will be the next plan of attack after February 22, 2004.

Sudy Coy moved and Amy Welch seconded that the meeting adjourn at 5:30 PM.

Next Meeting: Next meeting week of March 14, 2004, 9 AM, at Sudy Coy’s condo. Amo to poll board members for a best day.