

AWBREY BUTTE NEIGHBORHOOD ASSOCIATION MEETING
EDWARD JONES OFFICE
1444 NW COLLEGE WAY, BEND, OR 97701
July 10, 2007 – 7:00 P.M.
MINUTES

Board Members Present: Leslie Conley, Jim Swarm, Mary Cope, Debi Curl, Andrew Shooks, Liz O'Connell, Tom Stump, Ian Wotherspoon. Absent: Brian Vegter

President Andrew Shooks opened the meeting at 7:00 p.m.

Financial Report – Ian reported a beginning balance 2,241.55, ending balance 1,629.27. Two checks previously approved \$447.28 (Food for General Meeting) and \$165.00 (Final payment for Fire Free Dumpsters) are included in this report. There were no new bills presented. Check #10034 was voided. Jim Swarm made a motion to accept the report, Mary Cope seconded, and the motion passed unanimously.

Land Use – There is an application for a townhouse at River's Edge. It looks as though there will be an appeal of the July 6 Hearings Officer's decision approving the 2nd Chackle tower. Decisions on the other pending tower applications are expected by August.

501(c)3 Requirements – Jim Swarm announced that as of June 18, 2007, ABNA officially became a 501(c)3 organization. Jim recommended the board adopt a procedure for contribution acknowledgement and acceptance and stated ABNA must acknowledge contributions. Jim addressed potential procedures for contributions. Debi spoke about the need to follow accounting standards for financial reporting, and the need to segregate general fund gifts from restricted fund gifts. Restricted fund gifts must meet the criteria of our tax exempt status and can be used only for the purpose for which they are accepted.

By Law Changes – Jim suggested by-law changes to require a minimum of 7 board members, to add a new by-law to require the board to purchase D&O insurance, and to expand the duties of the Financial Secretary to maintain documents re 501(c)3, IRS Form 990, DOJ form CT-12, Filings with SOR for ABNA's address and point of contact. No action was taken on these suggestions and board members are to think about these issues and address at the next meeting.

D&O Liability Insurance – Ian spoke about purchasing this insurance. It was decided this matter needs to be addressed and more information is necessary on potential policies and vendors.

Central Files – we need a place to keep the permanent records. It was decided to locate all permanent files and records at the same location as where we meet - EDWARD JONES OFFICE, 1444 NW COLLEGE WAY, BEND, OR 97701. Leslie will coordinate organize, and maintain the files. This will provide a central location for

permanent copies of all required documents. Access to the documents will be during normal business hours.

Attorney/CPA involvement – Debi spoke to the need for establishing a relationship with and retaining an attorney for our corporate matters, as well as a CPA for annual review of our IRS form 990. No action was taken on this subject.

“Let’s Pull Together” Report – Andrew reported that he collected the items for the weed pull and that only 4 people arrived and participated.

General Meeting – The date for the Fall General Meeting will be Tuesday, October 9, 2007. The general meeting notices will be sent via USPS.

Email & Communication – It was agreed that other than general membership meeting notices, all routine communication, such as newsletters, will be sent vial email only.

Meeting Adjourned 8:26 p.m.