

*****Santa Clara Community Foundation*****

Meeting Minutes

Via Zoom

09/07/2021

Attendance:

Board members: Tim Foelker (president), Jerry Mohr (secretary), Howard Malcolm (treasurer), Tom Dodd, Darcy Davis

Stewardship council members: Kate Perle, Jerry Finigan

Presenter: David Atkin – Center for Nonprofit Law

Introductions:

Meeting was called to order at 3:00pm with introductions of those present.

Board Training Presentation:

- David provided training to the SCCF board covering the job and responsibilities of a non-profit board.
- Tim recorded the meeting
- David provided an overview of the job of an organization board.
 - The 3 main areas of Fiduciary Law compliance covered in the meeting included:
 - Duty of Diligence
 - Duty of Loyalty
 - Duty of Compliance of Law
 - Other topics covered:
 - Jobs of the board
 - Employment law
 - Volunteers
 - Liability
 - Managing risks
 - Tax reporting requirements
 - Conflict of Interest
 - A document with the details of the topics covered will be provided by David Atkin.
- A second training will be scheduled that will cover specific IRS regulations that pertain to nonprofit organizations.

Motions:

- Tim moved that the Record of Retention Policy be adopted, Jerry M seconded the motion. The motion was passed unanimously.
- Tim moved that the Whistleblower Policy be adopted, Darcy seconded the motion. The motion was passed unanimously.
- Darcy moved that the Travel and Expense Policy be adopted, Jerry M. seconded the motion. The motion was passed unanimously.

Meeting adjourned at 4:30 PM.

Submitted:
Jerry Mohr