

FRIENDS OF SAN JOSE FAMILY CAMP

MEETING MINUTES: WEDNESDAY, November 8, 2023 BOARD MEETING

In Attendance : Cupertino Library Room 201A

Ed Massey, Michele Bo, Stephanie Lykam, Ray Pirlot, Angela Corcorran, Suzanne Khan

Via Zoom Meeting: Tyler Barkwill, Michael Jennings, Margo Gorini

City of San Jose Staff: No attendance

**** Meeting convened at 7:15 pm

President's Report: Vacant position

Secretary: (Michele B.) Minutes reviewed and submitted. Motion by Stephanie Lykam to approve. Minutes approved.

Treasurer: (Steve L.) No report

Membership: No report

Fund Raising: No report.

San Jose City Update:

No input from the City of San Jose staff.

WORK PARTY 4: October 6th weekend 2023

Reviewed our volunteer activity the first weekend in October. 65 tents were inspected for safety by Tyler Barkwill and Michele Bo. City put expensive items in the new Conexes (railroad containers) located in the employee parking area.

Friends' Website update:

Tyler is working on an updated template for the membership form. Should be ready by December meeting. Adding two new boxes for renewal and new memberships on form. Victor volunteered to work with Tyler on the webpage. Photos needed. Michele Bo will send email to Tyler with pictures from latest work party, October 6, 2023. Will have email addresses for officers on our webpage. Will be able to receive emails from website but not respond via webpage. Officers will need to respond via personal emails. Website will have a generic members at large email for those who are on the Board as Members at large. Ed Massey discussed the importance of email addresses for the government forms we need to submit.

Will investigate having payments via webpage without using PayPal, our current payment site. Ed Massey mentioned he has information on a good credit card provider we should explore for the organization.

Web hosting: Our current host is Blue Host with Tyler Barkwill.

Domain Name hosted by Go Daddy: \$200.00/year.

Budget/Financials:

Michele Bo and Ed Massey met October 30, 2023, with Steve Lownsbery to go over the financials so we can send in the appropriate documentation to return our organization to the non-profit status. Steve Lownsbery worked on Form 1023 and Ed will be reviewing for submittal. We will discuss at December board meeting. We need to submit taxes for the last 5 years.

Suzanne Khan volunteered to work on policies and procedures we need to incorporate into our organization for financial responsibilities and compliance with the government.

Ed needs quarter 3 financials from Steve Lownsbery, current treasurer. Ed comprised a sample financial spreadsheet for review. Suggest the section for Membership also subdivide to Family and Individual on the spreadsheet. If we are less than \$50K in expenses or budget, then we only need to submit a e-postcard for our taxes.

Discussed the need for liability insurance. Ed Massey noted that \$1 million in liability costs from \$1,500-\$2,000/year. Also, Tyler Barkwill informed the group that our annual Fish Camp Derby needs a permit moving forward.

Budget: Need to prepare for December board meeting. Planning for our organization will be done in January Board Meeting.

The state and federal governments are looking for fraud and Conflict of Interest on the Board-husband/wife holding office/ nepotism.

Ed Massey has the key to the PO Box from Steve Lownsbery. PO Box is located at the Willow Glen Post Office on Lincoln Avenue in San Jose.

2022-2023 Appreciation Dinner @ Old Spaghetti Factory, San Jose

Date/Time: January 20, 2024. 5:30 pm–7:30 pm

Michele sent out evite invitations November 28, 2023. Inviting 30 people to the event. Michele will update during the December meeting our responses to date. January 1, 2024 is RSVP deadline.

Around the Room Open Discussion:

No open discussion from this meeting.

Dates to remember: January 1, 2024, begin new board terms & January 20, 2024 Appreciation Dinner

Unfinished Business: Budget for 2024; Policies/Procedures for Financial Responsibility;

Adjournment: 8:30 pm

Next Board meeting: December 13, 2023 @ 7:00 pm @ ZOOM & in-person at Cupertino Library

Think Tank. 10800 Torre Ave, Cupertino, CA 95014 (need 4 people to open room)

Join Zoom Meeting. <https://campbellusd-org.zoom.us/j/88301524209?>

[pwd=amFLdmx1bzlxUjJ4dFEvYmVvTzZmUT09](https://campbellusd-org.zoom.us/j/88301524209?pwd=amFLdmx1bzlxUjJ4dFEvYmVvTzZmUT09)

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Respectfully submitted:

Michele Bo, Acting Secretary

**FRIENDS OF SAN JOSE FAMILY CAMP IS A VOLUNTEER ORGANIZATION
DEDICATED TO PROVIDING AND PRESERVING A
QUALITY, FAMILY-ORIENTED SIERRA CAMPING EXPERIENCE**