

Attendance: Kathy, Paul, Katelin, Mike, Chet, Cindy, Brian,

Current names and addresses of board members were collected by Kathy for the Chapter Leader Report

The speaker at the annual meeting did not accept money, so we instead will join SCRA with the funding.

The group discussed local/chapter membership. Many people would like to avoid the excessive mail from Audubon by joining just the local chapter. All are in favor of this; we just need to figure out the logistics. One idea is to charge \$12/year, so if someone joins in the middle of the year, we can prorate the fee, and then have general, annual renewals in January.

We discussed the keys for the mailbox. Randy Korb has one, Brian Collins will have the other.

Paul led the discussion on the 501(c)3 application :

- Notice 1382- IRS document
- A need for a hard copy file
  - Operating plan
  - Articles of incorporation
  - Application itself and supporting documents (3-year budget)
- Ruling letter from IRS
  
- the group's plan for fund-raising
  - Written acknowledgement will need to be issued for any donation greater than \$75.
  - Raffles
  - Calendar sales
  - Video- promoters; youtube
  - Workshops
  - Friends of Interstate: silent auction, spring open house, selling wood and ice, music, food, good advertisement with Dean Dversdall and Julie Fox
- 3-year budget
  - All revenue stream, including revenue from Audubon
  - All expenses

Break down all of the above for this year and project for the next two years

Income-expenses=revenue stream; short statement for intentions for that money

List of financial objectives

Operational Plan

Need for history of chapter

Service Area

Location, if we have one

Assets

Rules, regulations from national

SWOT analysis (strength, weakness, opportunities, threats)

Cost is \$350 (to Clarence Malick/Dennis Schertz) + \$400 filing fee = \$750.00

The attorney is charging half his normal charge.

The IRS usually takes 3-6 months to grant an approval for 501(c)3 application once it is filed.

I did send an email to Buck Malick and attached the *Restated Articles of Incorporation* that he had sent us in the fall--but we could not sign until after the bylaws were passed. Perhaps we will obtain an updated form to sign--or be told it is okay to change the date and sign the one that we have.

I am attaching a document that Paul must have located on the web about Records Compliance when one is a 501(c)3.

**Next meeting is 17 March 2014 at 5:30 pm at SCF Public Library**