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**Foundation for Small Business Development
Board Meeting
Crystal City Marriot
April 15, 2013**

Members Present:

Tee Rowe
Jim King
Doug Gurley
Kristina Oliver
Janet Roderick
Andrew Sherman
Mary Lynn Wilkerson

Members on Conference Call:

Mike Hottell
Kim Kindschi
Kristin Johnson

Members not present:

Marc King
Jerry Cartwright

Meeting called to order at 3:30 PM

Review of minutes:

Andrew Sherman made a motion to approve the minutes
Mike Hottell seconded the motion.
There was no discussion. Motion Passed

Financials were reviewed. The Chairman indicated there were no significant changes. Out flows were for operational expenses and taxes.

A question was raised regarding the difference of funds balance in reports. The Chairman will speak with the book keeper to determine difference.

Chairman's Report:

Outside Board Directors:

The Chair indicated stated that Jamie Alderslade and Laurie Rains are to be asked to the outside Directors position. The Chairman requested a motion to be made that they be accepted to the Foundation Board.

Jim King made a motion to accept Jamie Alderslade and Laurie Rains to be outside Directors to the Foundation Board.

Kristin Johnson seconded

There was no discussion

Motion Passed.

Staff provided an update on the status the Citi/Safeguard "Grow your Business Project. Currently there are 201 vendors that have completed either state or local certification, with another 170 vendors in the process of completing the certification. The foundation has paid for 20 WBENC and three NMSDC certification as of 15 April 2013. Citi has graciously authorized and extension of the grant from February 2013 through September 2013. This will allow the foundation to conduct further training events. Safeguard Properties has allowed the Foundation to conduct training at Safeguards Vendor Conference, in July 2013.

The Chairman discussed the policy for assistance of SBDC's with donations and overhead. He stated that they would ensure the funds were in segregated accounts. This allows the donor and the donee to see that the money comes in and goes out as intended.

Kristin Johnson explained how the process currently works in the California Network and how processing it through the Foundation would greatly benefit them and allow the Foundation to expand its value to the network.

The Chairman stated that this is well within the mission of the Foundation, to assist and promote the SBDC network.

Andrew Sherman stated the proposal on the table was to have the Foundation be able to receive funds. The rates should be proposed by the non-SBDC members to avoid conflicts of interest.

The Chairman stated he would like to get with the Mike Hottel (Treasurer) and Andrew Sherman (Lawyer) to assist him with the determination of the rates for the funds as they are received.

Kim Kindschi motions that they move forward in determining the administration rates of processing the donations through the Foundation.

Kristin Johnson seconds the motion

There was discussion on what the Foundations liability would be.

Andrew Sherman stated the Foundation would be held libel like any fiduciary institution.

There was discussion on whether or not we would need liability insurance or to be insured.

Andrew Sherman stated that it would depend on the amount of funds processing through the Foundation.

No other discussion

Motion Passed.

The Chair announced the next meeting would conference call on Wednesday 22 May 2013 at 3:00 PM. The next face-to-face meeting will be at Americas SBDC Annual Fall Conference in Orlando, Florida, Monday 9 Sep, 2013 at 3:30 PM.

There being no further business, Doug Gurley moved to adjourn the meeting
Mary Lynn Wilkerson seconded the motion. There was no discussion. Motion Passed

Meeting adjourned at 4:25 PM