



Meeting of The Cloth Option Board of Directors
Saturday April 18, 2020
Via Zoom Video Conference
5:00 p.m. EST

AGENDA

1. Welcome and Call to order - Quorum Call
2. Secretary's Report (Sandra)
 - a. Approval of minutes from January 18, 2020 meeting.
 - b. Summary of unofficial board actions
3. Treasurer's report (Laura)
 - a. Fundraising report
 - b. Financial statement
 - c. Budget comparison
4. Chair's report (Sadie)
 - a. Report on program impact
 - i. 1st quarter CY 2020 (January-March 2020)
 - ii. Annual comparisons
5. Committee Reports
 - a. None received in advance
6. Old Business
 - a. [Draft Board Member Responsibilities and Expectations](#)
7. New Business
8. Adjourn



SECRETARY'S REPORT

January minutes

The Cloth Option - Quarterly Meeting
Board of Directors and General Meeting
Saturday, January 18, 2020, 4:30 PM EST
Meeting held via Zoom video conference

CALL TO ORDER: Sadie Cora, Board Chair, called the meeting to order at 4:30 PM

Quorum call: majority of board members in attendance, we have a quorum to do business.

Board members in attendance: Sadie Cora, Sandra Bildstein, Laura Maio, Bailee Gordon, Kaity Japikse, Courtney Harvey, Erika Salazar

Non Board Members in attendance: none

Business:

The Secretary, Sandra Bildstein presented the minutes from the October 19, 2019 board meeting.

MOVED AND SECONDED: Unanimously approved minutes from October 19, 2019.

The Chair shared the log of unofficial board actions October to December.

Unofficial board actions (October-December 2019)

- November 14: Board approved MOA with Jake's Diapers to have them send some packages, with TCO paying for shipping.
- November 21: Treasurer retained a CPA to complete required filings.
- January Board/General Meeting was scheduled for January 18.

MOVED AND SECONDED: Unanimously approved log of unofficial actions of the Board of Directors between October 19, 2019 and December 31, 2019

MOVED AND SECONDED: Unanimously approved Treasurer's Report

MOVED AND SECONDED: Unanimously approved the opening of an interest-bearing account for reserves

- Laura and Sadie will meet with bank representative to discuss and open an interest-bearing account for reserves

MOVED AND SECONDED: Unanimously approved Board Chair's Report

MOVED AND SECONDED: Unanimously approved Membership Report

**Old Business:**

We reviewed the proposed Board member responsibilities and expectations. Further discussion will be postponed to the April meeting.

New Business:

- Review/update advocate agreement for 2020 (subject to membership vote)
 - A post will be made in the group to open discussion on any changes/updates. The current agreement expires in April and most advocates will need to re-sign.
- Grants committee would like to revise the questions on the 3 month survey sent to families to help attain statistics needed for grant writing.
- Grants committee will focus on Walmart grants, so they ask that advocates go into their local Walmart stores to speak with the store manager or manager on duty.
- DFGI partnership/collaboration

MOVED AND SECONDED: The Board unanimously approved for Bailee to contact DFGI to work on how best to refer recipients to them.

Bailee brought up a question of whether we should consider hiring a fundraising consultant. Courtney shared that the Fundraising Committee looked into it and the cost could be up to \$1,000 per day. The Board opted to monitor fundraising through the Fundraising Committee. The Fundraising Committee will provide a detailed report at the April meeting. No vote at this time.

There was a discussion about funding shipping costs to split large donations between advocates. In some cases it may make sense to distribute items more broadly, especially when an advocate becomes less active. The Board agreed this would be considered on a case by case basis. No vote required at this time.

Motion to adjourn: There being no further business, the meeting adjourned at 5:30 PM.



TREASURER'S REPORT

THIRD QUARTER OF FISCAL YEAR 2020 TREASURER'S REPORT

Beginning Balance (December 31, 2019):

\$ 14,484.17

INCOME (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/1/2020-3/31/2020	Paypal	\$ 1184.18
1/1/2020-3/31/2020	Amazon Smile	\$ 54.11
1/1/2020-3/31/2020	Mailed in Checks	\$3861.98
1/1/2020-3/31/2020	Facebook	\$1421.41
1/1/2020-3/31/2020	Bonfire	\$ 91.98
1/1/2020-3/31/2020	Interest Gained on Savings	\$.56
	TOTAL INCOME	\$ 6,614.22

EXPENSES

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/1/2020-3/31/2020	Shipping Expenses	\$4113.35
1/1/2020-3/31/2020	Diapers Purchased	\$4325.18
1/1/2020-3/31/2020	PO Box	\$106.00
1/1/2020-3/31/2020	Accountant Fee	\$250.00
1/1/2020-3/31/2020	MA Filing Fees	\$100.00
	TOTAL EXPENSES	\$8,894.53

ENDING CASH BALANCE (March 31, 2020)

\$12,203.86



THIRD QUARTER OF FISCAL YEAR 2020 FUNDRAISING REPORT

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/1/2020-3/31/2020	Paypal Donations	\$ 1184.18
1/1/2020-3/31/2020	Facebook	\$ 1421.41
1/1/2020-3/31/2020	Mailed in Checks	\$3861.98
1/1/2020-3/31/2020	Amazon Smile	\$ 54.11
1/1/2020-3/31/2020	Bonfire	\$ 91.98
	<u>TOTAL RAISED AS OF</u> <u>3/31/2020</u>	\$6613.66



MONTH BY MONTH BREAKDOWN OF INCOME & EXPENSES FOR THIS QUARTER

Income	1/1/2020-1/31/2020	2/1/2020-2/29/2020	3/1/2020-3/31/2020
Fundraising/donations			
Paypal	\$ 414.80	\$ 198.73	\$ 570.65
Amazon Smile		\$ 54.11	
Checks	\$ 3,861.98		
Facebook	\$ 945.00	\$ 376.41	\$ 100.00
Dream Dinner Fundraiser			
Bonfire TShirt Fundraiser	\$ 8.42	\$ 37.30	\$ 46.26
Grants			
Walmart Grant			
In-kind donations*			
Reimbursements			
Expenses			
Personnel**			
Legal/initial filing fees		\$ (100.00)	
Accountant/annual filings		\$ (250.00)	
P.O. Box	\$ (106.00)		
Insurance			
Marketing			
Video conference software (annual)			
Phone - 800 number			
CRM			
Local reimbursement***			
Diapers Purchased	\$ (1,651.31)	\$ (1,200.53)	\$ (1,473.34)
Shipping	\$ (978.97)	\$ (1,500.68)	\$ (1,633.70)
In-kind distribution			
TOTAL			



BUDGET COMPARISON

Income	Approved FY2020		Actual FY2020
Fundraising/donations	\$ 14,400.00		\$28,148.79
Paypal			\$ 9,314.84
Amazon Smile			\$ 105.16
Checks			\$ 11,814.20
Facebook			\$ 5,657.16
Dream Dinner Fundraiser			\$ 90.00
Bonfire TShirt Fundraiser			\$ 1,167.43
Grants	\$ 26,450.00		
Walmart Grant			\$ 2,000.00
In-kind donations*	\$ 50,000.00		\$ 31,534.00
Reimbursements	\$ -		\$ 318.91
Expenses			
Personnel**		\$ -	
Legal/initial filing fees		\$ (1,000.00)	\$ (128.50)
Accountant/annual filings		\$ (2,000.00)	\$ (250.00)
P.O. Box		\$ (100.00)	\$ (106.00)
Insurance		\$ (5,000.00)	\$ -
Marketing		\$ (3,000.00)	\$ -
Video conference software (annual)		\$ (150.00)	\$ -
Phone - 800 number		\$ -	
CRM		\$ -	
Local reimbursement***		\$ (5,200.00)	\$ -
Diapers Purchased		\$ (10,000.00)	\$ (6,628.65)
Shipping		\$ (14,400.00)	\$ (12,342.14)
In-kind distribution		\$ (50,000.00)	\$ -
TOTAL	\$ 90,850.00	\$ (90,850.00)	\$ 42,546.41



CHAIR'S IMPACT REPORT

First quarter of calendar year (January to March 2020) - (Third quarter of fiscal year)

	January	February	March
Families served	101	123	130
Children received diapers	119	149	150
Jake's Partnership	11 packages - 9% of total	28 packages - 16% of total	16 packages - 12% of total
Cloth changes distributed	1,785	2,235	2,250
Disposables replaced	357,000	447,000	450,000
% govt. assistance	79%	81.8%	78.5%
Value of in-kind distribution	\$11,774	\$10,480	\$11,560
Total by quarter	Families: 354 Children: 418 Changes Distributed (15/child): 6,270 Disposables Replaced: 1,254,000 Average % government assistance: 79.8%		
Program life total (since Jan. 2019)	Children: 1,928 Changes Distributed (15/child): 28,920 Disposables Replaced: 5,784,000		

2- year comparison

