

MEETING MINUTES

Meeting/Project Name:	2 nd Board Meeting		
Date of Meeting:	August 28, 2023	Start time:	19:00
Location:	Virtual	End time:	20:21
Chair:	Anne Jones	Minute taker:	Ashley Hasty
1. Meeting Objective(s)			
To approve minutes from previous meeting, formulate projected budget for the next 3 years for the 1023 Form, chair update/discussion of goals, and set next meeting			
2. Attendance			
Present			Apologies
Anne Jones	Pamela Salling	Ashley Hasty	
Diane Kessler	Amy McCooe		
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
<ol style="list-style-type: none"> Meeting called to order by Anne Jones Vote to approve July meeting minutes, all votes aye, no votes nay Strategic planning and discussion of proposed budget 			Anne Jones
<ol style="list-style-type: none"> Estimate on proposed budget for the next three years Estimated the amount necessary to fundraise for the conference as of now the estimate is \$40,000 with an estimated allotment of approx. \$2,000 per family for an estimate of 20 families participating 			Pamela Salling
<ol style="list-style-type: none"> Amy spoke to Wendy at Boston Childrens, who is willing to host us as the first group to have a conference there Discussed potential dates for said conference Discussed the testing of natural history stuff in the morning and specialists in the afternoon Next day would be a presentation by Wendy and a social event for families Discussed lodging, airfare, and food possibilities for families Discussed fundraising opportunities as well as how the foundation would like to contribute raised funds. Lumps sums to families in need, or a specific amount for each family, or done as a pole to see who need what amount of financial assistance Discussed special accomodations for families as well as how to entertain the children during the presentations Discussed how to improve participation in social groups, as well as in the study and conference Discussed how to announce to families and keep updated information about the conference 			Anne Jones and Amy McCooe
4. Action Items			
Action	Responsible	Due Date	
Make the personalized evite proposals	Anne Jones	Sept 18 th	
Get costs together for lodging, airfare, and food	Amy McCooe	Sept 18 th	
Prelim budget for this year and the next two years assuming a yearly conf.	Pamela Salling	Sept 18 th	
Explore social events for the families to participate in as a group	Ashley Hasty	Sept 18 th	
Get information about Grant writing for foundation funds for the conference	Diane Kessler	Sept 18 th	

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5. Next Meeting			
Date:	September 18 th 2023	Time:	1900
		Location:	Virtual
Objective(s):	Updates on conference goals Budget discussion		