

Etudes Board of Directors

Meeting Notes

Date: November 30, 2018

Location: virtual meeting

Meeting called to order at 10:45 am by Chair, Eric Ichon

1. Roll Call

Eric Ichon, Chair – present

Margie Kurko, Secretary – present

Matt Coombs – present

Vivie Sinou, Executive Director – present

2. Reading of the Minutes of the preceding meetings

April 27, 2018– Minutes approved as read

3. Reports of Executive Director

3.1. Etudes Production – reported by Vivie Sinou

The Executive Director reported that production hardware was downsized in July of 2018. The ED reported on and the Board discussed estimated production needs through 2020. These needs include archive hosting services and app hosting requirements.

3.2. Software Development – reported by Vivie Sinou

The Executive Director reported on the apps currently in release. The board discussed current and future app development. The ED also reported on a short-term contract opportunity with another educational nonprofit organization.

3.3. Other Operational – reported by Vivie Sinou

The Executive Director reported on the status of online trainings being delivered.

3.4. Financial Report – reported by Vivie Sinou

The Executive Director reported on the current financial status of the organization, as well as plans and projections for the apps and archive hosting. Several staffing changes were implemented on July 1, and the ED discussed future staffing projections based on current needs and opportunities.

4. Old and Unfinished Business

- 4.1. No old/unfinished business was discussed.

5. New Business

5.1. Form 990/Tax Return Review

The Board reviewed the tax return for the 2017/18 fiscal year ending June 30, 2018. The ED reported on significant changes from the previous fiscal year.

5.2. Future Projections

The ED had already included several of the financial projections in the earlier financial report (Item 3.4). She also discussed personnel status changes for summer of 2019, future app development, and possible scenarios.

6. Adjournments

Meeting Adjourned at 11:15 am

6.1. Next Meeting Date & Location

The Board discussed a next meeting possibly in late April or early May of 2019, to be held virtually. The ED will contact the Board next spring to determine the need for a meeting. Otherwise the Board will meet for the annual meeting in November of 2019.