

Meeting Minutes - Board Meeting (March 26, 2025)

Time: 6:00 PM - 7:00 PM

Location: Virtual Meeting

Attendees:

- Mike Clark
- Cassandra Alabada
- Paige Bucalo
- Deborah Sears
- Chandra David
- Marti Jenkins
- Michael Maxcy

1. Introduction of Officers and Board Members

- Brief introductions and role overviews of each board member were shared.

2. Current Projects & Initiatives

- Non-Profit Status:
 - The non-profit is officially established.
 - Federal paperwork has been completed.
 - State exemption is still pending; anticipated approval in July or August.
 - We are currently working to document everything, and a shared e-binder with all documents will be made available to board members shortly.
 - The 990 filing can be made once state exemption is approved.
- Website Development:
 - The website (californiacondoralliance.org) is still in development and not live yet.
 - A refined mission statement, photos, and board member bios are needed for the website.
 - Donors are expecting a functioning and active website, which is a priority.
- Social Media:
 - Facebook and Instagram accounts are live.
 - LinkedIn will be created in the future.
- Bank Account & Financials:
 - A bank account will be opened for the non-profit.
 - The board will go over the financial budget in the next meeting.
 - Current expenses are limited to Microsoft office as well as square-space (the domain name for the website).

3. Tentative Bylaws Review

- Bylaws Overview:
 - Bylaws will be reviewed on a yearly basis.
 - Board members will sign off on the bylaws once finalized.
 - At this time, there are no memberships or committees.
 - The board consists of five members, each serving for two years as volunteers.

- Voting is by majority.
 - Reimbursement for expenses is possible in the future.
- Next Steps for Bylaws:
 - Finalize and approve the bylaws.
 - Get board member bios and photos for the website by the end of April.

4. Requirements for Board Member Bios

- Bio Requirements:
 - Board member bios are needed for the website.
 - Each board member should submit a bio with a photo by the end of April.
 - Any questions regarding bios should be directed to Mike.

5. Future Plans & Next Steps

- Immediate Next Steps:
 - Open a bank account.
 - Get the bylaws approved and signed.
 - Collect board member bios and photos.
 - Send out the purpose statement to all board members for mission statement refinement.
 - Submit the 990 form once state exemption is approved. The 990N can be filed once the Bylaws have been signed by everybody (officers and directors). State exemption approval is a separate process from the 990N.
- Upcoming Meeting:
 - The board aims to hold quarterly meetings, necessary for submitting the 990.
 - The date for the next meeting is TBD.

6. Facilities Design & Property Discussion

- Property Overview:
 - Property in Olancho, CA (152 acres) is under consideration.
 - The property owner is very receptive to the project, though the non-profit may need to purchase the land.
- Facilities Design & Budget:
 - Cost estimates for the facility design are being gathered.
 - Design plans were emailed to board members after the meeting.
 - Focus will be on building simple and effective facilities.
 - The majority of the budget will go to food, supplies, and modifications to the facilities.
- Concerns on Predator Protection:
 - Deborah raised concerns about protection against mountain lions.
 - Larger holding cages may be necessary.
 - Current design features a 9.5 x 8 x 8 opening.
- Condor Program Needs:
 - The program requires more breeding pairs and space for propagation.
 - The non-profit can help meet this need.

7. Other Notes & Reminders

- Mission Statement:

- The mission statement is still a work in progress and will be refined.
- Contact Information:
 - For any ideas or concerns, board members are encouraged to contact Cassandra or Paige.

Next Meeting Date: TBD

Meeting Adjourned: 7:00 PM

Action Items:

- Open bank account
- Finalize and approve bylaws
- Submit board member bios and photos by the end of April
- Finalize and refine mission statement

Minutes Prepared by:

Paige Bucalo