May 11 2019 Meeting: Dr. Caritha Educational Foundation addressing Caritha-Roybal Education Junior School

Jomo Thomas opened.

Old Business:

* Questions on previous meeting - none

Jomo’s New Business:

* Alex went to Uganda for 9 and 7 days respectively.
* School:
	1. Purchased Alex a digital camera for the school to take photos of children
	2. Purchased newer laptop to upload, came with Microsoft Office and Word
	3. Purchased hard line internet access for meetings and other school business
	4. Viewed Alex’s house with inside (modern) kitchen
* Churches:
	1. Donated $400-500 and took $500 in theology books and shared with Alex and Steven
	2. Picked up two churches that joined the fellowship totaling 3 churches
	3. Jomo was on TV ministering and giving testimony. Pastor offered to help pay for expenses during next trip to help with teacher training.
* Other connections
	1. Marina has a connection: Wanda Kusar former school admin and program chair. Has experience with marginalized young people. She traveled to Sierra Leone and appointed the chief of her family. Has done work with curriculum development and has connections with higher-ups with Mende people. Has connections to the UN for Africa. We can utilize this opportunities for money and program connections. She’s looking into a model for having us use. Jomo has her contact info.
	2. Barclays account for school
	3. Met the former minister of tourism of the Baganda (oldest tribal kingdom) in the café owned by her. Jomo has kept in contact with her.
* Jomo has number for the rotary club and plans to contact them
* She connected him to a school whose responsibility is to get enroll Ugandans into foreign exchange programs across the world AND have ESL training center.
* We need to connect with the tribal kingdom and school that is already accredited and build the teacher’s college through them. Jomo will work with them on his dissertation with training teachers with ESL,
* Connected with state doctor. He can connect us with schools that we can connect that come to Uganda frequently. He was going to send these school our info. Colleen has contacted him.
* Minister of Ed for Alex K’s area is working to get us the curriculum. Once we determine what to do at the college we can look at different opportunities
* Need more external donations. Bank accounts were established to verify the transfer of money between the accounts in Uganda and USA. Barclays in Uganda. USA has Bank of America which does allow us to wire funds to Uganda. Goal is to transfer money once a month
* Website: Katie volunteered to manage the website. Alex K sent 30+ photos of children to create and market profiles for tuition support.
* Colleen: intention was to establish a pen-pal program to help with literacy. Mary was nominated to manage in Uganda. Teachers will make letters a part of the curriculum. Need some accountability on the USA-end the make sure letters are written to Uganda.
* Need to establish a communication database to help keep in contact with all supporters/sponsors linked to each child. Reason is to encourage support of children with their education and not only with money for tuition.
* Need a database like Constant Contact
* Need professional headshots with a bio for the website for our team.
* Foundation Mission Statement was sent to everyone. Dr. Caritha wrote it and edited by Jomo to assimilate into the current ministry.
* Alex’s Budget: short $600. Budget was not correct. The quarterly dues were a necessary and unplanned payment. Teachers are paid for April and not May. Alex needs to review budget and ensure fees are accurate.
* Marina and Jomo are spending money to help with marketing for WOT and giving was down this past month with tithes and offerings. The church had to decrease the monthly giving to $75. Teachers must be paid, that is imperative.
* Have money connected to the BOA account and obtain a card for the account to facilitate the transfer of money to Alex K so avoid sending thru a cash app.
* Need to establish a quick books account to help with budget. Alex M will take charge of this and trim unnecessary fees. Need a 15% variance.
* Water Tank – Water can be too expensive. Purchasing rain water tanks can help with water usage and save money.
* Tamika has access to a 10k grant which can help with leasing and developing the land.
* Need to buy land because oil is found. The bathrooms need to be fixed. Currently paying 2 owners. The land being leased is not developed and spending $150/month for children to play. It’s to our advantage to own land. The bishop can help advise with property/land

Jomo’s To-Do List

1. Call IRS: foundation was moved from DE to CO. Need to submit some more documentation to officially make the move
2. Changed the foundation’s name to DBA Dr. Caritha Education Foundation and have documents emailed with 501 –c3 forms
3. Submitted info to facebook as a 501-c3 to solicit donation support along with the logo and will attach to BOA account. This creates two different systems for people to give both to school and church separately.
4. Send all confirmation documents to board.
5. Create a folder for the meeting minutes
6. Create a history for the foundation
7. Deadline is 22 of May to have everything finished – Marina will hold accountable.

Colleen’s New Business:

1. Marina and Alison, discuss objectives with the pen-pal letters linked to the curriculum to reinforce learning. This will allow sponsors a written verification of their support.
2. Uganda Trip – need a firm date after Oct 30 and to determine airline. Need to generate agenda. Need to document age of children for donations. There are some homeless children that stay at the school. Marina will generate a letter for the donations. Need to ascertain airline limitations to ensure a larger donation of items. Need to make airline aware we are a non-profit in hopes of a discount. Need to also buy the personal effects in Uganda to help the economy.

Next Meeting Date: Meeting with Katie next Thursday May 23 @ 8pm