



**Board of Directors Meeting
July 28, 2017**

Agenda

- I. Call to Order: July 28, 2017 4:20 PM
- II. Roll Call:

Directors: Oscar Arevalo, Nancy Sawyer, Greg Smith, Nancy Zinser, Ana Karina Mascarenhas
Others: Deborah Foote, Zona Gale
- III. Quorum established.
- IV. Agenda adopted by consensus
- V. Meeting Decisions
 - a. Directors unanimously approved Oscar Arevalo as Chair and Nancy Zinser as Vice-Chair/Secretary to hold office for 2 years. (Mascarenhas, Sawyer)
 - b. Deborah Foote proposed that Board not elect a Treasurer and recommended that the Managing Director oversee OHF finances. Once OHF is a 501C3 she recommends that an accountant be engaged to provide appropriate oversight including regular reconciliation of finances and completion of the annual 990.
 - c. Directors Arevalo, Zinser, Smith and Mascarenhas agreed to two-year terms. Sawyer will serve one-year term.
 - d. Board position descriptions were unanimously approved. (Zinser, Smith)
 - e. The Conflict of Interest policy was unanimously approved (Zinser, Sawyer)
- VI. Meeting schedule for 2017
The Directors agreed that BOD meetings will take place every month, with continued calls between Managing Director and Officers the second week in-between. Deborah will send out Doodle Poll to determine time/day.
- VII. Meeting adjourned at 4:40 PM.