

## BACLF BOARD MINUTES – MARCH 15, 2021

Attendees were Andi Biren, Terry Koch, Alexis Beach, Eihway Su and Nancy Lowenthal, Board Members, and Carissa Clay and Laurel Chen.

1. The Minutes of the meeting on January 11, 2021 were approved as drafted by unanimous consent, and confirmation of email votes since the last meeting, including but not limited to the approval of changes to the front gate lock and front door lock and keys.
2. By unanimous consent, it was agreed to amend the Minutes of the January 11 meeting to reflect that Terry Koch would be removed from the Board's bank accounts once Alexis was added as signatory.
3. Report on Cash Flow, Balance Sheet and Assets/Liabilities. The proposed budget was adopted by unanimous consent. It was agreed that Stephanie Daniels would provide Quarterly Statements to the Board (via the Treasurer) within two weeks of the end of each Quarter.
4. Corporate Calendar. Alexis Beach agreed to be the new Agent for Service of Process. Terry will file the Statement of Information (Form S1-100) with the Secretary of State, using Alexis' home address. Forms 990 and 199 are due to be filed in May. The second installment of the property tax due April 12 will be paid today (April 11).
5. Report on Building Conditions. Carissa Clay (Prisoner Advocacy Network) is the new Building Manager; she is in the office every Monday and Wednesday. Terry will ask Carissa to cover the 2"x6" hole. Andi Biren will ask Ken O'Sullivan to inspect the property and recommend high priority repairs and will ask him to coordinate with Carissa. Terry will look into the sufficiency of BACLF's insurance coverage and will report back (either at next meeting or via email).
6. Grant Requests.
  - a) The Board confirmed the decision previously approved via email to grant \$15,582.60 to the NLG (the quarterly grant, plus third-party donations. Terry will send the TU an email informing the TU of the amount available.
  - b) Laurel Chen (NLG Membership Coordinator) requested monthly disbursements. Terry prefers to distribute the quarterly BACLF grants on a quarterly basis, but will distribute third-party donations on a monthly basis.
7. There was a discussion of accrual vs. cash basis accounting used in the financial statements. Terry will ask Stephanie for a written explanation of why she uses accrual and how to reconcile it with the cash accounting that Terry has been using.
8. Next meeting: June 7, 2021 at 12:30, or sooner if Ken O'Sullivan proposes work to be done.
9. The meeting adjourned at 1:57pm.