

Bruin Country Woodturners

General / Board of Directors meeting agenda / minutes

Time:

March 20, 2023 @ 3:30pm

Location:

SCHS Lathe Room

Attendees:

Ray Hari, Matthew Bartlett, Mitch Posey

Meeting Facilitator:

Ray Hari

Note Taker(s):

Ray Hari, Matthew Bartlett, Mitch Posey

Agenda & Minutes

- 1) Articles of Incorporation
 - Ray Hari mentioned that the Articles of Incorporation for Bruin Country Woodturners has been filed with the state of California. The office for the organization will be located at 3000 Benton St, Santa Clara, CA 95051. It will be a 501(c)(3) corporation.
- 2) First draft of the Bylaws
 - Ray Hari presented the first draft of the Bylaws of Bruin Country Woodturners (hereafter called BCW or just 'the club'). The bylaws were made available online for others to view. The relevant parts of the Bylaws were discussed and corrections were made. There shall be 4 classes of membership (1. Regular, 2. Family, 3. Junior and 4. Honorary. The details of these membership classes were discussed.
- 3) Election of the Board of Directors
 - It was unanimously decided that Ray Hari will act as the founder and first President of the organization, with Matthew Bartlett as the Treasurer and Mitch Posey as the Secretary. A fourth board position was determined to be a Member-at-Large position (nominated by the president). Rachael Peterson was identified as the person we will have for the Member-at-Large board position. It was decided that all board members will be classified as Honorary members of BCW while they are on the board.
- 4) Financial Institution

- We came to the agreement that we will use US Bank as the financial institution for BCW. Both Ray as the president, and Matthew as the treasurer will have access to the bank account.
- 5) Website
- Ray mentioned that he has bought the domain name bcwoodturners.com for use by BCW. Ray will develop the website and will be the webmaster for BCW. We have also purchased a 2 year Wix Premium Plan subscription. The first order of business for development of the website is to create a membership page so that new members can apply for membership online.
- 6) Government filings
- As a new organization, additional government paperwork must be filed during the formation of the corporation. Ray and Matthew will identify and make sure all such formalities are taken care of. The following forms and/or registrations were identified as required paperwork for BCW.
 - i) Obtain Federal EIN
 - ii) Apply for Fed Tax Exempt from IRS - Form 1023-EZ
 - iii) Apply for CA tax exemption with the CA FTB
 - iv) File CT-1 form with California Attorney General
 - v) File SI-100 with the Cal Secretary of State
- 7) Additional forms for BCW
- Any additional forms like the Conflict of Interest form etc. will be developed by Ray and Matthew as needed for the organization's smooth operation.
- 8) Reimbursement of out of pocket expenses
- It was decided that any board member incurring out-of-pocket expenses for the initial formation of the organization will be reimbursed for such expenses once funds are available in the bank account.
- 9) Inviting prospective members to join BCW
- It was decided that once an initial membership page was created on the club website, Ray will send out invites to prospective members of the club.
- 10) Mission / Charter document
- Ray will develop a Mission / Charter document for the organization and will present it to both the SCHS school principal (Greg Shelby) and to Rachael Peterson (supervisor of the Santa Clara Adult Education program).

The meeting was adjourned at 4:30pm

Ramaswamy Hari
(President)