



## **Board of Directors Meeting**

Thursday, June 2, 2011

Via conference call

## **Minutes**

*Board members:* Harriet Moss, Luther Propst, Kimery Wiltshire

*Present on speaker phone:* Ann Chan, Lillian Kawasaki, Johanna Wald

*Staff:* Matt Clifford, Jenny Corlett

### **1. Call to Order**

President Wiltshire called the meeting to order at 3:05pm.

### **2. Approval of Minutes**

The Board unanimously approved the minutes of the 1/27/11 Board meeting.

### **3. Resolutions Adopted**

The Board (Chan, Kawasaki, Moss, Propst, Wald, and Wiltshire) unanimously adopted the following resolutions:

Resolution 3.9.11: Schwab Account

Resolution B: Bank of Marin

The following resolutions will be edited to incorporate Board comments, and will be presented at the next Board meeting:

Resolution A: Donated Stock Policy

Resolution C: Operating Reserve Policy Update

Resolution D: Personnel Policy

#### **4. Discussions**

- ▶ President Wiltshire presented the Executive Director report.
- ▶ Reviewed the first quarter 2011 financials.
- ▶ Reviewed major donor priorities; noted the need to share visceral stories or offer something tangible to interest individual donors.
- ▶ Agreed to address the corporate gifts policy during the next Board meeting.
- ▶ The Board will receive periodic briefings on Carpe Diem West's projects.
- ▶ Carpe Diem West will create three components of its mission statement: (1) a one-sentence mission statement explaining what our purpose is; (2) a one-paragraph version explaining how we work; and, (3) a longer list of things that are important to the organization.

Meeting adjourned at 4:40pm.

**Approved by:**

**Johanna Wald**  
Carpe Diem West Board Secretary

**Date**