

The spaces with Herb, BC, and others last night was very enlightening on where we currently stand 2 weeks from the end of the year and the end of Cartan's current extension contract. I think that should the renewal AIP fail, as it appears it will, we need to have a deeper understanding of what it is we need to replace. Basically, we need a snapshot of what, where, and how each aspect of Cartan's current workload is handled.

At the top of the list should be any day-to-day actionable items that need to be addressed come January 1st. That may include an accounting of monthly bills, payments, and salaries, various admin account ownerships, treasury security, multi-sigs, etc. And most importantly, the Cayman Island business structure and what would be needed for a smooth transition while making sure everything remains legally sound.

The DAO should be prepared with an actionable list of Cartan's responsibilities and what is needed to transition each individual item. Below is the list they provided in their AIP-183 that outlines the categories and responsibilities that they currently provide.

It may be helpful to start with this list and have Cartan assist with outlining assets, data, and workflow for each item, so if we need to transition we have a basic understanding of what needs an actionable contingency for the short and long term.

1. Manage the AIP governance process

Cartan is responsible for:

- Providing operational support and project management support for the Foundation.
- Acting as the team of moderators, administrators, and lead in Discourse.
- Acting as the team of reviewers to prepare reports and any other supporting documentation necessary.

1. Administrative reporting and insight

Cartan is responsible for:

- Acting as primary contact for inbound queries.
- Preparing weekly/ad-hoc reports and management packages for the Special Council.
- Managing operations and resource allocations across areas.
- Understanding regulatory environment and restrictions for the Foundation.

1. Direct communications strategy

Cartan is responsible for:

- Managing communication channels, social media, and inbound media inquiries.
- Developing communication principles.
- Codifying process and proactive messaging.
- Aligning fundamental communications between Ape Foundation, Special Council, and all stakeholders.
- Setting-up media handling protocol such as social media, Do's and Don'ts, Q&As, and tone of voice.

1. Ecosystem grant funding and activity

Cartan is responsible for:

- Establishing policies and procedures for disbursing funds to grant recipients.
- Preparing and executing grant agreement for accepted AIPs.
- Implementing KPIs and milestones to monitor results for follow-on funding.
- Collecting KYC and due diligence on grant recipients.
- Collecting, reviewing, and analysing RFPs for accepted AIPs.

1. Corporate operations

Cartan is responsible for:

- Processing invoices, payments, and reimbursements.
- Bookkeeping and preparation of financial information reports
- Creating and implementing policies for business operations and approvals.
- Daily company management such as general corporate administration, operations, and project management.

If others already have contingency plans or AIPs in place that addresses this, please point it out so all info can be consolidated.