

## **Minutes of the Meeting of the Board of Directors of TERRY TUTORS SPECIALIZED EDUCATION SERVICES**

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The Board of Directors of Terry Tutors Specialized Education Services, Inc., held its annual meeting on October 1, 2025 at 5:00 pm at 2051 Purdue Ave., Los Angeles, CA. 90025 via teleconference.

The following directors were in attendance at the meeting

- Christine Terry, Executive Director
- Elisabeth Miller, President
- Johanna Campbell, Incoming Vice President
- Lydia Butterfield, Treasurer
- Anne Esparza, Secretary

### **NEW BOARD MEMBER**

Current Vice President, Laura Gonzalez, provided her written resignation with an encouraging note to the Board: "I am writing to resign my position on the board of Terry Tutors. Thank you so much for including me on your journey! I am grateful for your heart to care for these kids and cannot wait to see Terry Tutors take off!"

The Board welcomes Incoming Vice President, Johanna Campbell. Johanna Campbell is an English language teacher, trainer, curriculum developer and public speaker with over 20 years of field experience across the US and overseas. Her expertise includes teaching in intensive academic English programs (IEPs) with top-tier American and foreign universities in civilian and military environments, teacher training, writing center consulting, and conference presentations. She has spoken on such varied topics as American job culture and interview techniques, cultural influence on English teaching and learning, public speaking in the ESL/EFL classroom, and using cultural realia to teach language. Her research interests include how culture shapes language, learner-centered oral fluency skills, and sociolinguistics. She has traveled, lived and taught in the central and southern United States, Europe, and in the Gulf region. She holds an MA in Applied English Linguistics from the University of Houston and a BA in Politics and Government with a Spanish minor. Recently, she served the US Department of State as a Senior English Language Fellow across Eastern Europe supporting learners, colleagues, communities and universities both in-person and virtually. Currently, she teaches at the Defense Language Institute English Language Center in San Antonio, Texas.

### **QUARTERLY FINANCIAL REPORT**

The Chairperson submitted the quarterly financial update, indicating that Terry Tutors Specialized Education Services is currently a balance of \$131.55. There are no in-kind donations to report. Year-to-date employee salary, training and educational expenses are \$0.00.

### **STATE AND FEDERAL NON PROFIT FILINGS CURRENT**

The Chairperson noted that all NonProfit annual state and federal filings and renewals are current. Next due dates are as follows: January 2026: State of CA Franchise Board and IRS 990N (e-postcard); February 2026: Secretary of State; May 2026: Registry of Charitable Trusts (DOJ).

### **NEW ONLINE STORE**

Terry Tutors requested to open an online store through the website: [Teachers Pay Teachers](#). This site is made for Teachers by Teachers (TPT) with a portion of each purchase going to the site and a portion of each purchase going to the owner of the material.

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The Board discussed the various material Terry Tutors could offer for sale on this site, including IEP related material to support parents seeking more information about an IEP and to support teachers with IEP outlines of notes, slides, and content to help write and streamline the IEP paperwork.

Additional ideas suggested were: AI generated content; Marketing on TPT; FB Ads, Increase sales of content; What additional content does it make sense to invest in creating; Upload IEP presentation; give access to Board for TPT to research; Watermarks on Specific Content Created; Benefit/Burdens of Social Media; Trainings to be an effective Case Manager; Potential Ideas for Marketing: new teacher group in-state; How to write data-driven goals; Creating custom case management plan; Create a new tab on website for Educators/IEP Case Managers.

The Board agreed that opening the online store was beneficial to its interest and the vote was unanimous.

### **STATUS & PROJECTIONS**

The Chairperson informed the Board that the nonprofit continues to operate on a maintenance status, meaning part-time and only one employee, Christine Terry, as of now. This ensures the nonprofit can grow at a steady pace with little overhead while also acknowledging current expenses for its employee (such as student loans), which require the employee to continue to maintain full-time employment outside the nonprofit.

### **ADJOURNMENT**

The Secretary gave permission to electronically sign the meeting notes.

Since there was no further business to come before the meeting, upon motion duly made and seconded, the meeting was adjourned at 6:00 pm.

Anne Esparza

Anne Esparza, Secretary