

# The Jennifer C. LePera Memorial Foundation

## Meeting Minutes

Date: November 04, 2016

Attendees: Joy LePera  
Susan LePera  
William LePera

Meeting called to order at 6:34 PM

### Items:

- Website Status: Website is up and running.
- November Avon Fundraiser has begun, and will run through November 19, 2016
- Tax-exempt Status: Our Form 1023 requesting tax-exempt status for the Foundation was filed on 07/19/2016 with the U.S. Internal Revenue Service. An acknowledgment letter dated 08/04/2016 was received from IRS in response. As of the date of this meeting we have not received our determination letter.
- New York State registration status: On 10/20/2016, the Foundation received electronic notice from the New York State Attorney General's office requesting we complete the Foundation's registration by providing a copy of our tax-exempt status determination letter from IRS. A reply was sent on 10/21/2016, by U.S. Certified Mail, stating we had not yet received our determination letter. In the reply, the Foundation stated a copy of the determination letter would be forwarded to the NYS AG's office when it was received.
- Financial Update
  - Per last month's meeting, a third account was opened to maintain separate funds for the scholarship program. \$500.00 was transferred from the main Foundation account into the new scholarship account.
  - October income report:
    - \$451.34 in direct donations (This includes \$1.34 from the Website electronic donations page from test donations used to test functionality)
    - \$432.60 from the Buffalo Wild Wings October Fundraiser
    - \$0.19 interest earned in deposit accounts
  - October distributions, as authorized at the Board Meeting of 09/28-29/2016:
    - Maria Fareri Children's Hospital (MFCH), Family Resource Center
      - \$100 Mobil Gas Cards

- \$52.44 Toiletries Kits (exceeded authorized amount by \$2.44 for New York State sales tax on purchased items)
      - Greater Hudson Valley Ronald McDonald House
        - \$150 10-Day stay
- The donation letters for these distributions have been received and filed.
- October fees:
    - \$0.66 PayPal electronic payment processing
  - To date, the Foundation accounts are at \$1892.90:
    - Online transactions account: \$ 26.34
    - Main Foundation account: \$1366.50
    - Scholarship account: \$ 500.06
  - The Board voted unanimously in favor of the following actions:
    - Transfer of \$500 from the Main Foundation account to the scholarship account
    - Authorized \$200 for purchase of items from the Greater Ronald McDonald House Wish List
    - Authorized the following purchases for the MFCH Family Resource Center:
      - \$100 for the purchase of four Exxon/Mobil gas cards
      - \$100 for purchase of Westchester Medical Center Cafeteria vouchers
      - \$100 for purchase of items from the MFCH Family Resource Center Wish List

Voted to adjourn meeting, 7:12 PM.

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Joy A. LePera, Secretary