



Minutes

Board of Directors Meeting
Social Services Technology Solutions

Date: Sunday, 23 March 2018

Time: 11:45 AM

Location: Trio House, Los Angeles

Present: Ray Manning, President
Ruby Guillen, Vice President
Joseph Powers, Secretary

Absent: Albert Heng, Treasurer
Lisa Powers, Board member

- I **Call to order:** at 11:45 AM by presiding officer Ray Manning.
- II **Quorum:** three of five Board members present (three required.)
- III **Reading and Approval of Minutes:** Minutes of the original board meeting minutes of February 2017 were accepted and approved by unanimous consent.
- IV **Treasurer's Report**
 - A. The treasurer's report was provided by the Chief Executive Officer in place of the Chief Financial Officer. The report indicated a balance of \$1436. Major expenses for the past year were the sponsorship of the Child Abuse Prevention Hackathon in December 2017. Major sources of income were donations provided towards the sponsorship of the hackathon. Minor expenses for web hosting, an SSL certificate, and office supplies were reported. Total income for the year was \$2130 and expenditures were \$2447.
 - B. No new memberships, membership audit responses and receipts were received since the last meeting.
- V **Unfinished Business and General Orders:**
 - A. Non-Profit Paperwork
 - (1) Paperwork required to maintain the status of the 501 (c) (3) non-profit were filed. These included the reporting to the California Secretary of State, the California Registry of Charities, and tax returns to the California Franchise Tax Board and the United States Department of Treasury.
 - (2) Accepted by unanimous consent and filed.
- VI **New Business:**
 - A. Resignation – Albert Heng, Treasurer
 - (1) A letter of resignation has not been received. The board of directors agreed to start looking for a replacement treasurer and Chief Financial Officer.

B. Appointments

- (1) Except for the removal of Albert Heng, the current board of directors remained unchanged.

C. Finance & Funds Management

- (1) Present assets are around \$1436 of which about \$1436 resides in the Union Bank checking account. A minimum balance of \$1000 is required to avoid monthly service charges for the account.
 - (a) A majority of expenses for the past period were related to office supplies and some transportation to events where sales/grants were possible.

D. Gift Acceptance Policy

- (1) To preclude future misunderstandings with regard to major gifts and bequests, and to encourage members to provide such contributions, the consensus of the Board is that a "Gift Acceptance Policy" should be published.
- (2) The Secretary will draft a greatly simplified and plainly worded for consideration at the next Board meeting.

E. Authorization of Activities for 2018 Program Year

(1) Grant Writing

(a) Communications

- (i) We are in continuous contact with potential grant funders. The expenses associated with these events is minimal since most members of Social Services Technology Solutions are still providing sweat equity at this time.
- (ii) Following the decision that we are an official 501(c)(3) as recognized by the Internal Revenue Service, we are beginning to write targeted grants where our tools will be beneficial. There will be (unknown) costs associated with the production and delivery of these grant proposals.

(b) Annual Meeting

- (i) The annual meeting will be an informal meeting with non-alcoholic drinks and inexpensive food provided for Board Members and any other attendees.

(2) Mission Projects

- (a) Resource Provision – discussions continue with the Long Beach Human Trafficking Task Force, the City of Long Beach police department, Long Beach homeless advocates, and Long Beach City College regarding the distribution/provision of shelter and food insecurity issues.
- (b) Child Abuse Prevention and Detection – discussions continued with the Hospital Network and Inter-Agency Council on Child Abuse and Neglect. Our data entry tool and trending/prediction tool is receiving a lot of attention but we have not received any grant money at this time.
- (c) Long Beach City College – meetings with held with the LBCC Board of Trustees to place their resources online for students to access 24 hours a day, 7 days a week. We are awaiting the decision for a small grant to integrate our processes with the lbcc.edu website.
- (d) Crime Mapping Tool – after discussions with the Long Beach Innovation team and some interest, the Innovation Team decided to keep the project in-house. Their product was finally finished in February 2018 (about 18 months after we had proposed it to them and provided a working model). This effort can be closed out now.

- (e) Historic District Mapping – SSTS built a online historic district map for the Long Beach Heritage Society. We had follow-up discussions with them and could possibly receive compensation for this effort in the future.
- (f) Incidental Unscheduled Projects – additional projects will certainly “walk in the door” and we are ready to support them if they fall within our mission statement and corporation charter.

F. Budget for 2018 Program Year

- (1) There was no draft budget provided by the Treasurer or Chief Financial Officer. The Board of Directors knows that we are currently operating “on a shoestring” until some of our technology tool development work or grant applications generate operating capital.

G. Funding Strategy for 2018 Program Year

- (1) The Board of Directors is spending money judiciously to target opportunities for our technology adoption. They are not spending on frivolous activities. They must see a near-term payoff before allocating money for a project..
- (2) After the late 2016 501(c)(3) determination by the IRS, Social Services Technology Solutions has been working on writing targeted grant applications in fields where we believe that we have an opportunity for success.

H. Next Board Meeting

- (1) Motion by Secretary Powers: “that the next meeting of the Board of Directors of Social Services Technology Solutions will be held at the Powers residence after school is out for the spring semesters/quarters of local schools. Final logistics to be determined”.
- (2) Motion unanimously adopted.


VII **Open Forum:**

- A. The need to look for a trustworthy and mission-compatible Chief Financial Officer is critical. The Board accepted this action.

VIII **Adjournment:**

- A. There being no further business, CEO Ray Manning declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 12:15 PM

Respectfully submitted by,


Joseph Powers, Secretary

Adopted by the Board in the meeting
of 23 March 2018,
(Date of Meeting)


Ray Manning, President