



## Minutes

Board of Directors Meeting  
Social Services Technology Solutions

**Date:** Friday, 15 March 2019

**Time:** 11:45 AM

**Location:** Joseph Powers Residence, La Mirada, CA

**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 of March 2018 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 \$1991. Major expenses for the past year were the web hosting payments and office supplies. Major sources of income were donations provided towards the mission of the organization. Expenses for web hosting, an SSL certificate, and office supplies were reported. Total income for the year was \$530 and expenditures were \$457.
  - 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.
  - B. Grant Applications from 2018
    - (1) SSTS applied to the city of Long Beach to be approved for the list of vendors for future contracts. The official approval process was entitled "On-Call Public Health & Human Services Community Partners" with the number of RFQ HE18-099. The approval announcement was delayed once from September 2018 to December 2018. We are expecting an approval announcement from the city of Long Beach in early 2019 according to the PlanetBids website.

- (2) SSTS applied to the New York City Administration for Children's Services (ACS) for a grant through their "Foster Youth 24/7 Help App" numbered 068-19-RFI-0001. SSTS proposed a game-like app for foster youth in which they would self report and help the social workers determine the foster youth's true state of health conditions. We expect a response from the New York City ACS in early 2019.

## 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 \$1991 of which about \$1991 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) As a result of last year's annual Board meeting, a "Gift Acceptance Policy" was drafted and accepted by the Board of Directors. The policy is available for viewing at <https://www.sotechsol.com/docs/GiftAcceptancePolicy.pdf>.

### E. Authorization of Activities for 2019 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, Fair Trade Long Beach, 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) Climathon Presence – SSTS sent representatives to the Climathon hackathon held at the California State University Long Beach in October 2018. The team interacted with students, marketers, sales experts, and fellow technology personnel to develop a carbon footprint application initially called Conserv. The Conserv team won first prize at the Climathon. The Conserv team continues to donate time to applying for funding and “in kind” services towards making the Conserv business model and carbon footprint application a viable business entity. The Conserv team, of which SSTS supplied members, made it to the semifinals of the CSULB Innovation Challenge and will find out about advancing to the finals on 25 March 2019.
- (d) Incidental Unscheduled Project – SSTS volunteered their efforts to develop the Fair Trade Long Beach website, events calendar, and mass mailing campaign. Fair Trade Long Beach attempts to provide consumers with choices of products made with fair wages paid to employees, safe working conditions, the absence of child labor, and the absence of labor/people exploitation. Fair Trade Long Beach is happy with the SSTS efforts and have referenced us to the Long Beach Human Trafficking Task Force for their website and technology development geared towards eliminating human trafficking.
- (e) Incidental Unscheduled Project – SSTS volunteered their efforts to develop a website for the Long Beach Human Trafficking Task Force (LBHTTF). SSTS has had a presence at LBHTTF meetings for many years. The initial website was built including a searchable, geolocatable page of resources for victims of human trafficking. We are awaiting a decision from the core team of the LBHTTF as to how to proceed from here.
- (f) Incidental Unscheduled Project – SSTS has volunteered crime and data analysis to a potential candidate for the city of Long Beach City Council, Dr. Suely Saro. SSTS made contact with Dr. Saro via the Fair Trade effort. SSTS has developed the crime and demographic maps for the city of Long Beach. This effort, including demographic studies, will continue through 2019 and until the election in 2020. We believe this effort fits in to our mission in terms of providing crime knowledge and demographic knowledge to citizens as well as determining best locations for resource-providing agencies.
- (g) 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 2019 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 2019 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) Social Services Technology Solutions continues to work 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.

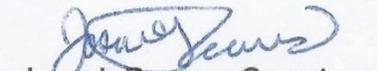
**VII Open Forum:**

- 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 12:45 PM

Respectfully submitted by,

  
Joseph Powers, Secretary

Adopted by the Board in the meeting

of 15 March 2019,  
(Date of Meeting)

  
Ray Manning, President