

Burlington Township Sports Club Foundation
Board Meeting Minutes
Lake Building
September 18, 2013

Call to Order – The meeting was called to order at 7PM. In attendance were Steve Macrae, Don Neff, Carl Budden, Matt Kowalski and Kris Smith.

Introductions – Steve Macrae introduced all the Board Members to each other as this was the first meeting since the Board was formed.

President's Report – Since this was the first meeting of the Board, Steve updated everyone on where we were in the process of forming the Foundation.

Accomplishments to date include:

- Selected the Board
- Incorporated Foundation
- Completed By-Laws
- Completed and Filed Application for 501 c (3)
- Opened bank account
- Obtained Liability Insurance
- Selected Doman Name for Foundation – www.btscf.com
- Identified target live date of January 1, 2014
- Reserved Lake Building for the Board Meetings for the year

Next Steps:

- Develop project plan to include all key tasks, including:
 - o Administration
 - o Finance
 - o Policies and Procedures
 - o Fundraising

Treasurer's Report – The financial activity of the Foundation to date is as follows:

- the two bank accounts were opened with \$51 (\$102 funded by S. Macrae)
- \$27.45 cost incurred to order checks for the two bank accounts
- A \$2,000 donation was received from the existing Sports Club to fund initial start-up costs
- Steve Wenger, attorney for Foundation, was reimbursed for legal/filing fees related to Articles/By-Laws/501 c (3) Application (Total cost \$1,350)
- As of 9/18/13 – balances were \$673.55 and \$51 in operating/fees accounts

Next Steps – Steve will develop project plan and circulate to Board for review.

Next Meeting - The next meeting of the Board will be October 2, 2013 at 7PM at the Lake Building.

Adjournment – The meeting was adjourned at 8:05PM.