



## California State Grange Foundation

3830 U Street  
Sacramento, CA 95817  
(916) 454-5808  
www.CaGrangeFoundation.org

### 1 **November 7, 2020**

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3 Call to Order – Steven Hood, President at 9:30 A.M.

4 Roll Call of Directors – Bill Booth, Secretary

5 Present: Steven Hood, President; Erica Kroesen, Vice-President; Bill Booth, Secretary; Martha  
6 Stefenoni, Treasurer and Directors Katie Squire; Lillian Booth; Joe Stefenoni; Christina Webster;  
7 Will Shaw; Kent Westwood. Absent: Rachel Britten

8 Approval of Minutes – September 9, 2020 and October 3, 2020 meetings were approved as  
9 corrected.

10 Communications –

- 11 a. Card and donation received from the New Hampshire State Grange for the fire relief  
12 fund.  
13 b. Hessel Grange request for the Foundation to receive funds for fire relief of Hessel  
14 Grange members.  
15 c. North Fork Grange asked for our DUNS number and information regarding possible  
16 grant pass thru.

17 Treasurer Report – Martha Stefenoni – Still working on getting online with the bank.

18 Unfinished/Old Business

- 19 a. Discussion on which funds to designate donations to and how to secure additional  
20 donations. Moved by M. Stefenoni, seconded by K. Westwood to spend up to \$6,000 on  
21 a direct mail campaign to solicit donations. Motion carried on a voice vote, with no  
22 votes in opposition.  
23 b. Motion by M. Stefenoni, seconded by K. Westwood that the Foundation send a letter to  
24 each Grange. This annual appeal letter would detail programs, grants etc. Motion  
25 carried on a voice vote, with no votes in opposition.  
26 c. Discussion followed on what Funds are to be featured in the Annual Appeal Letter. They  
27 will be Scholarship, Disaster Relief, Educational Programs, and General funds. Motion  
28 by M. Stefenoni, seconded by K. Westwood to highlight the previously discussed funds  
29 in the appeal letter. Motion carried on a voice vote, with no votes in opposition.  
30 d. Discussion regarding Memorial Donations and sending notification of the donation to  
31 family of deceased member.  
32 e. Motion by S Hood, seconded by M. Stefenoni that the Foundation ask the California  
33 State Grange permission to use their cloud storage to setup Folders etc. for Foundation  
34 data, etc. Motion carried on a voice vote, with no opposition.  
35 f. Discussion on our objectives to be included in Annual Appeal letter - Katie Squire  
36 proposed "The California State Grange Foundation was born to give love to Grange



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- 37 members by promoting local community development and improvement; offering relief  
38 for individuals and communities when faced with disaster; providing scholarships for  
39 post-secondary students; and affording opportunities for lifelong learning." – No  
40 objections were voiced to this objective.
- 41 g. Discussion on signatures on the Checks. It was noted that Banks will not honor the two  
42 signature requirements. QuickBooks has a Authorization process that will require two  
43 people to authorize payments. Moved by E. Kroesen, seconded by K. Westwood to  
44 utilize this feature of QuickBooks as a control on issuing payments. Motion carried on a  
45 voice vote with no votes in opposition.
- 46 h. Moved by K. Squire and seconded by M. Stefenoni that any use of a debit card over  
47 \$200.00 needs to be pre-authorized and recorded in the minutes. Motion carried on a  
48 voice vote with no votes in opposition.
- 49 i. Moved by M. Stefenoni, seconded by K. Westwood that the Foundation authorized  
50 payment of the following bills: Secretary of State; QuickBooks; Insurance; Franchise Tax  
51 Board; GoDaddy. Motion carried on a voice vote with no votes in opposition.
- 52 j. Moved by C. Webster and seconded by L. Booth that the C. Webster will scan and  
53 deposit checks received when processing CSG receipts. Scans shall be keep on the  
54 Cloud, and notice made to Treasurer. Motion carried on a voice vote with no votes in  
55 opposition.
- 56 k. Moved by L. Booth and seconded by E. Kroesen that the Foundation Fiscal Year will be  
57 the same as the Calendar Year (1/1 to 12/31). Motion carried on a voice vote with no  
58 votes in opposition.
- 59 l. Moved by E. Kroesen, seconded by K. Westwood that the Fee for Administration of Pass  
60 Thru agreements shall be a minimum of 2.5% or the maximum allowed by the Grantee.  
61 Fees may be negotiated based on circumstances. Motion carried on a voice vote with  
62 no votes in opposition.
- 63 m. Discussion regarding purchase of some type of permanent record book to record  
64 memorial donation was held. No decision was made.

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66 Break for Lunch – resume at 1:45 P.M.

67

- 68 n. Discussion on investment policy for the Foundation. It was agreed that we will contact a  
69 profession fund manager for more information.
- 70 o. Discussion on Planned Giving. Various options were discussed. Looked at AARP for  
71 example. More discussion will occur at future meetings.
- 72 p. L. Booth volunteered to write an RFP for a Grant Writer. E. Kroesen will also look into  
73 grant writing. W. Shaw will contact a member of his Grange who has some experience  
74 with writing Grant Request.
- 75 q. Anderson Valley Grange request for Grant Assistance was discussed. L. Booth moved  
76 that we open grant requests effective 1/1/2021. Seconded by K. Westwood. Motion  
77 carried on a voice vote with no votes in opposition.



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- 78 r. Secretary directed to have policies adopted at this meeting formatted and to Board for  
79 review in the next 14 days.  
80 s. Free form discussion was held on the Appeal letter to be sent to members of the  
81 Grange.

82 Set Date/Time and Location of next regular meeting. December 13<sup>th</sup> @ 10:00 AM

83 **Meeting Closed at 4:37 PM.**

84 Fraternaly Submitted

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86 William Booth, Secretary

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