

Minutes of the ninth Board Meeting of the  
Peninsula Bridge Education Foundation

Bridge Center  
432A Stierlin Road  
Mountain View, CA  
April 16, 2018  
3:45PM - 4:15PM

ATTENDEES:

Valerie Baldwin, President  
Alan Polish, Vice President  
Susan Zhang, Treasurer  
Paul Davis, Secretary  
David Puryear, Director

Valerie Baldwin, President, called the meeting to order at 3:45pm.

- 1) David Puryear made a motion to approve minutes of the October 6, 2017 board meeting. The motion was seconded by Alan Polish and passed unanimously.
- 2) When reviewing the October minutes Paul noted that Randy Ryals, SiVY President, has a standing invitation to attend PBEF Board meetings but had not been informed about this meeting, an oversight. He will be sent the minutes and future meeting announcements.
- 3) Todd Makler completed his term on the Unit 503 Board of Directors at the end of 2017 and also resigned from the PBEF Board of Directors. His service as initial Treasurer for the foundation was appreciated. He and all remaining PBEF board members unanimously elected Susan Zhang to a 2 year term on the PBEF board by email and appointed her Treasurer. Like Todd before, Susan is a director and Treasurer on the Unit 503 Board of Directors fulfilling the objective to have 3 overlapping board members.

Valerie Baldwin and Paul Davis were re-elected to two year terms and reappointed as President and Secretary respectively. Fulfilling the objective to have staggered terms.

- 4) Treasurer's Report. Susan reported that the foundation's accounts have been converted to QuickBooks. The PBEF 2017 tax return has been prepared and Susan is working to collect more information about Silicon Valley Youth Bridge (SiVY), for which PBEF is now Financial Sponsor, so that she can include it in the tax return.

Susan reviewed a YTD Profit and Loss statement which shows PBEF net income at \$5,150.31. The Balance Sheet as of April 16, 2018 shows total liabilities and equity at \$16,854.42

Paul noted that 2016 and 2017 donors are recognized on the Foundation web site and that his donation records match the treasurer's, though totals differ slightly due to timing and fees.

- 5) Funds accumulation and priorities beyond the Lecture Series were discussed. It was agreed that the Foundation is in solid financial shape and that there is not now a priority on soliciting additional donations but that the Unit may soon identify facilities improvement requirements that require Foundation support.
- 6) It was agreed that the Foundation should only accept in-kind gifts when they have been identified as a need by the Board, the Unit 503 Board or a Unit representative in charge of an area served by the gift (e.g. Will Watson for IT related gifts or Fran Bennett for gifts to the Library).
- 7) Conflict of Interest Policy. The policy, part of the Foundation's by-laws, was reviewed and all Board members signed that they have read it.

There being no other business, it was unanimously agreed to adjourn the meeting at 4:15pm. The next meeting will be scheduled for early July unless there is a need to meet earlier.

Submitted by  
Paul Davis  
Secretary  
April 19, 2018