

TuneFind Board of Directors Meeting

Wednesday, June 30, 2004, 6 P.M.

700 California Street
Burbank, CA 91505

Time 6:00 to 8:00 P.M.

Present (directors) : Christine Bowers, Mitsuru Kido, Teresa Level, Flora McCall
Attendance: Maurice Barnfather, Kathleen Marcellino, Felix Sutherland

1. Mitsuru's report

1-1. Summary of September 2003 "Letter of Inquiry".

The response of foundations are summarized in a separate summary sheet. All correspondences (Foundations \Leftrightarrow TuneFind) will be digitized and shared among Officers/Directors. Preliminary batch of digitized files was sent to Directors. Overall, it seems that TuneFind still have not infiltrated well into program officers of foundations. What it does? How worthwhile would its projects be? Fortunately, this time, TuneFind made the first record (and this was a breaking record) of supports from foundations. This time was the fifth time of asking supports to foundations since its incorporation in year 2000.

1-2. Continuation of current efforts: "Savvy Leaflet" and supplemental references on Web, and more filing of grants.

The direction of efforts was confirmed (moved) by Teresa, seconded by Flora.

2. Flora's report: Summary of Year 2003, Form 990 EZ.

In year 2003, the bank account was finally created. Between year 2000 and year 2002 all transactions were recorded under Mitsuru's account. Therefore, those retro-track transactions and year 2003 transactions were carefully reviewed and appropriately logged into the year 2003 Form 990-EZ, an annual report to IRS. Some transactions still go into Mitsuru account, but all major transactions are now moved into TuneFind's business checking account. For financial management TuneFind will use Microsoft-Excel and Inuit Quickbooks.

This gradual financial system organization was confirmed (moved) by Christine, seconded by Teresa.

3. Re-installation of Directors (Mitsuru, Flora, Teresa) for next three years (2004-2007).

The re-installation was moved by Christine, and seconded by Teresa.

4. Will we increase the meeting times?

Mitsuru's explanation: We used to have committee meetings often at central Los Angeles location. Considering Flora's health condition, Burbank location sounds easier for her, besides Christine (director) and Maurice Burnfather (editor of TuneFind Leaflet) can easily access to the meetings. Thus, the primarily location of meeting is

relocated. By this relocation the difference between a committee meeting and the board of directors meeting became blur. So, Mitsuru wanted to increase meeting times and they are all as board of directors meetings, called on demand, without changing the Bylaws.

The plan of increased times of board of directors meeting is approved.

5. Expenditure

- 5-1. Continuation of Printing Cost. For 2,000 copies (digital print \$ 200, offset print \$200) + Envelope (\$ 300). This covers 5 to 10 States.
- 5-2. Continuation of Mailing Cost. For 2,000 pieces about \$ 1,000 (~50¢ / piece).
- 5-3. Assistant, Mailing Address Editing (Sharon Murray, ~ \$ 300 (40 hours) / month).
- 5-4. Phone at Teresa's house to keep the same business phone number (\$ 126 / year).

Regarding this expenditure, Mitsuru commented that any business at the beginning demands a substantial capital investment before it gets the balance.

The on-going expenditure was reviewed, moved by Flora, and seconded by Teresa.

Since there was no more subjects to discuss, the adjournment of the meeting was moved by Christine, and seconded by Flora.

Dated: May 31, 2005

Written by Mitsuru Kido

Teresa Level

TuneFind, Executive Secretary

June 8, 2005