

Together for West Africa (2g4wa)
Advisory Board of directors meeting: Thursday, June 11, 2020

Meeting Minutes:

Members present:

Michael Hutchinson
Lynn Hutchinson
Cindy Stewart
Ric Stewart

Impromptu Board meeting was held at the home of Ric & Cindy Stewart, 2509 South Shore Drive, Biloxi, MS 39532, 8pm.

An extemporaneous meeting at a dinner attended by the four board members listed. As Secretary of the board, Ric Stewart called the meeting to order.

Item 1: Review of Minutes from last Board Meeting

Brief reminder by Ric Stewart that this is the 2nd Advisory Board meeting with the inaugural meeting being the formation meeting held at the White Pillars Restaurant, Biloxi, MS, attended by Mike Hutchinson, Cindy Stewart, and Ric Stewart.

Item 2: Topics of Business

- a. Review of online donations website which targets non-CBF affiliated donors
- b. Discussed and agreed to institute best practice operating procedures for IRS reporting, i.e., Annual 990 Form, even though not required by IRS for 2g4wa, since it is a religious organization
- c. Discussed and agreed to institute best practice financial accounting operations/procedures for 2g4wa
- d. Agreed that Lynn is to continue to investigate membership in GuideStar as per CBF Global Missions requirement
- e. Agreed that Lynn will contact person identified as potential accountant for 2g4wa
- f. Discussed Quickbooks Online as a good choice for accounting software system
- g. Discussed adding BLOG/video capability for the 2g4wa website to promote personal Togolese stories
- h. Agreed that donation receipt be sent to each donor by 2g4wa Secretary upon receipt of donation, whether by check/USPS or online donations
- i. Agreed that Mike and Lynn will send a follow-up Thank You communique to donors for each donation received

Submitted by: Ric Stewart, Together for West Africa, Secretary

