**1616 Latimer Fund**

**Minutes of the Board of Directors Meeting**

**July 9, 2021**

Via Zoom

In attendance: Dianne Reed, Pat Daly, Mary Ellen Hagner, Susan Maxman, Shirley Trauger

1. The meeting was called to order at 1:05 pm. The minutes of the board meeting on June 7 were approved.
2. Old business updates:
3. Dianne Reed gave a brief review of administrative matters:

* A new email account for the Fund was discussed, with multiple parties able to access. The charge for the phone land line has currently been quoted at $114/month; Agneta Bacican will check on a different type of account. Shirley Trauger has put a voice mail message on the phone.
* Fund timesheet and 2020-21 work reporting: there have been some difficulties with the schedule for Agneta Bacican and Michele Diacik, in coordinating with their Cosmopolitan Club work.
* Fiscal year-end financial reporting: see the budget
* Fund website online contribution logistics: a first version has been received from Jay Hummel; the bank link to PNC is up
* Fund investment banking for processing stock gifts: PNC Investments will open an account

1. Shirley Trauger gave an update on the website build-out demo: Jay Hummel will launch a demo for Shirley, Susan Maxman, and Dianne Reed early next week, with a meeting next Thursday to follow. She is optimistic that it will do what we need it to do.
2. Shirley Trauger gave an update on development matters:

* Letters will be sent to Cosmopolitan Club members in January and July by Cristina Santos. We need a clean current database and are aiming for a 72% open rate.
* Major prospects are continuing to be identified, including Club members and other individuals and organizations.
* The Fund has entered into a communications contract with Cristina Santos @ $25/hour

1. Dianne Reed reported that the Club’s draft Design Standards & Master Plan was in good working order. Susan Maxman reported that there had been a delay in the mechanical engineer’s report due to a family tragedy, and that the report would probably be completed within the next month.
2. New business:
3. The draft 2020-21 Annual Report was approved after comments were solicited and given.
4. The draft 2021-22 budget was approved, to be reviewed after two quarters (December).
5. The draft Fund-Cosmopolitan Club Service Agreement was approved with minor corrections.
6. There will be no Fund Board of Directors meeting in August. The next meeting will be on September 6 [subsequently changed to September 13, since the 6th is Labor Day].
7. The meeting was adjourned at 2:51 pm.

Respectfully submitted,

Patricia Daly, Secretary