

**Board of Directors Meeting Minutes
April 1, 2025 1:00 PM EST**

- I. Welcome & Call to Order at 1:09 PM EST**
 - A. In Attendance: Marquis Laude, President, Danielle Piascik, Vice President, Eric Smith Treasurer, Katie Wenger, Secretary, Will Bron, Director, Erin Miley, Director
 - B. Absent with notice- Mark Boonstra, Director

- II. Conflict of Interest:**
 - A. Ms. Wenger Declared a conflict of interest

- III. Executive Director Update- Mr. Bron, Ms. Piascik**
 - A. Looking for more direction from the board
 1. Office manager vs executive director
 - B. 501c3- Marquis Laude
 - C. Finance committee to review budget for salaries

- IV. Outstanding Invoices– Mr. Smith**
 - A. Request invoices to be sent, not statements from the lawyer's office.
 - B. KFPS Invoices
 - C. Papers sent out before invoices have been paid

- V. Payroll- Marquis Laude**
 - A. Authorised vacation days
 - B. French Government letter
 - C. Policy on Credit and Debit cards
 - D. Re-write handbook for employees

- VI. Hiring Committee- Mr. Bron**
 - A. Ms. Wenger excused

- VII. Adjourn**
 - A. Mr. Smith motions to adjourn. Meeting adjourned 2:40PM EST.