

Meeting Minutes of ABC Corp

6-21-2016 @ 6:30 p.m.

Attendees:- Tarek Alkatout, Rich Swedberg, M. Richard Ireland

Topics discussed:-

1. The ABC board confirmed and assumed the loan from Nonprofit Assistance Fund.
2. The board agreed on the Request for Authorization (RFA) template and reviewed with the facilities committee. A few suggestions were made and moving forward the updated template will be the only one accepted.
3. Two projects were reviewed and the motion to **approve** was voted by the board:-
 - a. Teachers' Lounge Renovation project - \$37,500
 - b. Interior Blinds Replacement project - \$18,000
4. There was discussion around future tools to compare with industry standards to maintain and improve on the building

Meeting adjourned