



**Young Texans Against Cancer  
Board of Directors Meeting  
Meeting Minutes  
February 13, 2007**

**Members present were:**

Amy Donovan  
Meredith Jamail  
Mark Young  
Tahra Peterson  
Kelley Hunsicker

Emily Adams  
Matt Gordon  
Tom Broughton  
Jennifer Barrett

**Members absent were:**

None

**Guests present were:**

Stuart Bernstein

President, Amy Donovan, called the meeting to order at the offices of Kanaly Trust Company in Houston, Texas on February 13, 2007 at 6:09 P.M.

**I. Meeting Handouts**

- A. 2/6/07 Meeting Minutes from Austin
- B. Amy Jackson passed out Agenda
- C. Meredith Jamail provided 1/9/07 meeting minutes.
- D. Tom Broughton passed out budget for Annual BBQ
- E. Matt Gordon passed out Golf Tournament budget
- F. Tahra Peterson passed out proposed charity list for Golf Tournament

**II. Stuart Bernstein**

- A. Stuart provided an update on Austin Chapter. Provided 2/6/07 meeting minutes from Austin Chapter. There are approximately 48 founders of Austin chapter. Holly to come in June to give update on Austin YTAC chapter. They plan to have membership event on 2/21/07 and to have MDA blood drive.
- B. Discussion of Website Providers
  1. Stuart discussed his contact and potential cost (Idea Integration), Idea Integration estimate \$12-15k costs. They will only charge \$3k (does not include hosting, but that is free now with Whitelabs, updates not included). They also can provide training.
  2. Meredith discussed her sister (founder in Austin) conversation with another company, bid was \$2,750 (includes hosting for first year, updates not included). Meredith suggests Idea Integration (but it will take longer). Idea Integration will take longer (possibly to June) while other group will only take a few weeks.
  3. Board Vote:
    - a) Vote on Budget

(1) 3k budget approved unanimously, to be split between Austin and Houston

b) Vote on Provider

(1) Idea Integration (Tena Matta is contact) approved unanimously

4. To be done

a) Meredith to look into credit card payments via website

b) Stuart will discuss timing with Idea Integration

### **III. YTAC Emails**

A. All new emails will be issued (with encryption)

### **IV. Prior Meeting Minutes**

A. Approved unanimously

### **V. Stuart to draft letter to Founders**

A. The letter will update founders

B. Vote: Approved unanimously, to be sent by Stuart first week of March

C. To be passed around for approval once written

### **VI. Meeting Dates**

A. Tuesdays at 6PM still general rule, Next meeting on March 20, 2007

### **VII. Golf Tournament Update**

A. Handouts

1. Budget provided by Matt Gordon

2. Tahra Peterson passed out proposed charity list for Golf Tournament

B. Date – October 1, 2007

C. Location – Wildcat Golf Club

### **VIII. Charity Letter has been put on website**

### **IX. YTAC Newsletter**

A. Mark Young handed out sample of newsletter

B. March 2 – Everyone to provide updates to Mark Young

C. Newsletter to be sent out soon after approved (March 31)

D. Meredith to give Mark Young list of computer company

### **X. In Memory Donations**

A. Board discussed these donations (who qualifies, etc.).

B. Board Vote:

1. Who Qualifies:

a) Board, Ex board, Founder and Lifetime member and immediate family thereof (\$250 for annual and life time members),

b) Annual members subject to Board (\$50 for annual and life time members)

2. Maximum of \$1,500 year
3. Above approved unanimously

**XI. Mailbox Key – Matt Gordon to check**

**XII. Paper Stock Order**

- A. Board Vote: Order is approved unanimously
- B. Notes: Make sure it says non-profit or 501(c)(3)
- C. To Do:
  1. Amy to get rates for Austin chapter
  2. Also need to order brochures

**XIII. Board Position Openings**

- A. Open positions discussed.
  1. At Large – Any recommendations?
  2. Treasurer – Kari Starr (Jennifer to talk to her)
  3. Others Mentioned: Damian Horan or wife
  4. Everyone should have interest individuals come to next meeting

**XIV. Committee Updates**

- A. Charity
  1. Tahra discussed Charity Unveiling
  2. Sunshine Kids Party (April 7, 2007)
    - a) Budget is \$150 in past. It is in budget, no approval needed. Board Approved anyway.
  3. Another volunteer event in May? Yes, Tahra to work on.
  4. Request from Tahra for people to subject charity grant application to.
- B. Accounting / Budget
  1. Jennifer to file Tax Return extension by May 15
  2. Approved to fill Postage Account up to \$300
  3. Budget to be sent out and due by April meeting, Actual to be sent out too

**XV. Social**

- A. Annual BBQ Event
  1. Tom Broughton handed out suggested budget
    - a) Notes: Discussed having stuffing done by committee rather than paid for, Reduce Supplies to \$200, changed corporate sponsorship amount, Add Auction income projection of \$3,000, \$3,750 tickets.
    - b) Tom to provide new budget.
    - c) Corporate Sponsorship – Kelly Hunsicker to work on
  2. Request for everyone to think of auction items and who we may contact

- a) Hamilton Shirts – if they contribute to auction, consider giving lifetime membership
  - b) Board Wine Basket – All board members to donate bottle for it
- 3. Board Vote:
  - a) Band Gifts (\$70 cost for Travis and Daniel) – Board Approved Unanimously
- B. Happy Hour at Armando
  - 1. No cost to us., promote SKK party
  - 2. Proposed date March 29 – Board Approved Unanimously.

#### **XVI. Membership**

- A. Two new members mentioned
- B. Membership mailing – We will need to do signing and envelope stuffing in April.
- C. Membership Drive to be in June
- D. Suggestion of “Person Auction” for future event.

#### **XVII. Development**

- A. Everyone to provide list of five (5) potential corporate sponsors to Kelly
- B. Fashion Show (Kelly Hunsicker discussed)
  - 1. Antropologie – They would like to have fashion show to benefit YTAC
  - 2. Possibly in fall or late summer
  - 3. They will promote, not us., now cost to us
- C. Golf Tournament
  - 4. Sponsorship letter discussed, Kelly to sent electronic copy to everyone for review
  - 5. Tournament Date – October 1 – Approved Unanimously
  - 6. Budget (Matt Gordon)
    - a) Discussed budget
    - b) Deposit due – Board Approved up to \$3,000
  - 7. Beneficiary Charities Discussed
    - a) Board had lengthy discussion regarding choosing a beneficiary charity (whether necessary, Charity Selection committee involvement, etc.)
    - b) Board Vote approved use a beneficiary charity
    - c) Tahra to do research, and discuss with Charity Selection Committee

#### **XVIII. Other Items**

- A. Name tags to be ordered

**XIX. Adjourn.**

Next meeting scheduled for March 20, 2007 at 6:00 pm at Kanaly Trust Company.  
There being no further business, the meeting was adjourned.

Respectfully submitted,

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Amy Donovan, Co-President

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Meredith Jamail, Vice President

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Mark Young, Secretary