



Lockwood Donis Foundation
Founding Meeting Agenda & Minutes
Sunday, May 10, 2015 – 7:00pm

Excerpt from LDF By Laws:

Section 8. Agenda for Regular Meetings: The agenda or order of business for each Regular meeting shall include the following:

(a) Call to order

Called by David Lockwood.

Vote for Board of Directors. Motion by David Lockwood. Second by Carolina. All members on original roster approved.

(b) Roll call

All present.

(c) Approval of Minutes

No prior meeting. None to approve.

(d) Financial report

No prior report. Nothing to approve.

(e) Reports of Regular Committees

No prior report. Nothing to approve.

(f) Reports of any other Committees

No prior report. Nothing to approve.

(g) Report of the Director

Federal tax-exempt status applied for. Awaiting response.



(h) Old business

None.

(i) New business

Election of Board President and Chairperson. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor of David Lockwood. Unanimous approval.

Election of Treasurer postponed as entity not yet funded.

Approval of Articles of Incorporation. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Approval and Adoption of LDF By Laws. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Statement of Values & Code of Ethics. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Nomination, Election & Orientation Procedure. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Board Member Application Form. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Board Member Agreement. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Board Conflict-of-Interest Policy. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Conflict-of-Interest Form. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Roles & Responsibilities of Board. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.

Adoption of Whistleblower Policy. – Motion by David Lockwood. Second by Carolina Donis. All members voted in favor. Unanimous approval.



Adoption of Document Retention / Destruction Policy. – Motion by David Lockwood.
Second by Carolina Donis. All members voted in favor. Unanimous approval.

(j) Adjournment

Motion by David Lockwood. Second by Carolina Donis. Adjourned.

Board Chairperson's Signature Indicating Board Authorization

Print Name – Board of Directors President

Signature – Board of Directors President

Date: _____