

Ripple Acu Project Board Meeting Minutes

Sept/Oct 2024

Welcome

Present at Meeting: Kelly Ilseman, Steve Philbrick, Aaron McIntire

Voted to Approve the Agenda: Kelly motioned to approve agenda; Steve/Aaron seconded

Check-In

Kelly's Report

- Added minutes to [Ripple Acupuncture website](#) on 8/8/24
- Contacted Consolidated Community Credit Union (CCCU) on 8/8/24; CCCU emailed forms to fill out to set up bank account
 - Board agreed via email vote on October 23+24, 2024, that Kelly A. Ilseman (Executive Director/President), Steve Philbrick (Secretary), and Aaron McIntire (Treasurer) would be listed as authorized signers on the CCCU account
 - Submitted forms to CCCU on 10/22/24
 - CCCU needs
 - Copies of each officer's ID
 - State Business Registration/Articles of Incorporation
 - Bylaws
 - Meeting Minutes
 - EIN or 501(c)3 Letter
- [Graphics](#) from Rick Wade first round completed 9/7/24; second round in progress as of 10/7/24; near completion 10/22/24
- Created an Instagram account on 9/28/24 (a dropdown under @kellyannilseman) called Ripple Acupuncture Project. Please follow! (Note: i do not have my pw and it is a small miracle that i am still able to access my account through my phone.)
- Completed OR state form CT-12 (waiting to submit until IRS tax year changed)
- Revised form RF-C on Oct 7, 2024 (waiting to re-submit until IRS tax year changed)
- Contacted IRS via fax (855.214.7520) on 8/7/24 requesting that the organization fiscal year be changed to the calendar year; followed up on 10/7.24 asking about status
 - Guidance on Oct 7, 2024, to change fiscal year to Jan-Dec
 - Mailing a letter was incorrect guidance
 - Correct guidance
 - Fill out Form 1128

- Mail to
IRS
1973 N Rulon White Blvd
Mailstop 6273
Ogden, UT 84201
- Mailed Oct 7
- Timeframe for processing 30 days
- Completed Form 1128 and this guidance can be found in G Docs
- Created spreadsheet calling for providers to join us!

Steve's Report

- Gmail/Document Management - has it on calendar to sign Ripple up for an account
 - [Google for Nonprofits](#)
- Linked board with videographer: [Armando Garma Fernandez](#) (Example projects listed on that page).
 - [Video examples](#) on Vimeo

Aaron's Report

- Accounting
- (9/23/24) RE: Free Accounting Software (online) - Examined ZipBooks ([zipbooks.com](#)) and Wave ([www.waveapps.com](#)) software websites.
 - Set up a free account using my email and explored both websites. I had used Wave for a few months before (circa 2016) so I was a little familiar with the layout.
 - After exploring ZipBooks, I would recommend using Wave.
 - ZipBooks frequently tries to up-sell product features and I almost accidentally signed up for a pay feature without knowing it (would be too easy to repeat this, because of how the website is designed).
 - Wave does have higher tiers, but it didn't appear to push or force you to use specific content to work on the website. Strongly prefer Wave for the level of accounting services we need.

NOTE: Might be a good idea to have a broad email that we can all access. Sending keydata through my email alone might not make things easier. It might be better to have a general email like "info@ripple.com" or something gmail based, that way the information is distributed.

Kelly's response: Board members (all 3 of us) have access to the rippleacuproject@gmail.com email (pw: **Oregon@503**). This email account should be used for all organizational communication purposes so that there is a single e-paper trail that we can all access/follow if needed. It was created with the intention of being used solely for the organization. I have my

own personal/professional email account(s); therefore, everything sent with this email is strictly for Ripple and can be viewed by anyone in the organization. The login and pw for this and all other ripple accounts is available via a shared [Google spreadsheet!](#)

- [Quickbooks](#) for NonProfits (advise Wave for now)
- Fundraising!!!
 - [Google for Nonprofits](#)
 - [Crowdfunding: GoFundMe, BetterWorld, Zeffy](#)
- Document board members' experiences with acupuncture: see document for final drafts
- Remuneration
 - [Criteria for free/reduced treatments](#)
 - Based on federal poverty guidelines and personal status (student, veteran, etc...)
 - See [Ripple Acu Project Free/Reduced application](#) in progress
 - Invoicing/documentation of money received/spent - [adapt superbill forms](#)
 - See [PDX Points' superbill form](#) as an example
 - i have uploaded a [version](#) to the Ripple Drive and begun adapting to meet our needs
 - Question re: NPI for non-profits vs my individual practitioner NPI
- [First projects:](#)
 - Free/Reduced Herbs/Acupuncture for People
 - Testimonials (board + patients)
 - Positive objective outcomes
 - Research
 - Acupuncture for Schools and At-Risk Students
 - Pamphlet - including above testimonials, outcomes, research
 - Acupuncture Documentary Film Project (longterm)
- Network of acupuncturists
- Grant-writing

Things to Consider

Brainstorming

Potential Next Meeting Date: Mon, Dec 16th, 5pm/8pm

Adjourn