

# Ripple Acu Project Board Meeting Minutes

## August 6, 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

### Review of Board Meeting vs Brainstorming Sessions

- **(Quarterly or *Triennial*) Meetings**
  - Required for organizational status
  - Minutes are saved and available publicly on [Ripple Acupuncture website](#) - kelly
  - Document ongoing proceedings of the organization for public record so that the non-profit entity can continue to exist/operate
  - Notes can serve as reminders of who has done/will do what, when
  - A space for debating motions and casting official votes
  - Follow Robert's Rules - motions, seconds
- **Breakout Committee Meetings**
  - Brainstorming sessions ~ more free and involve discussing ideas and plans for the future
  - Getting down to actual work of the organization
  - Can happen more frequently
  - Brainstorming may be a more natural part of formal board meetings as organization gets started, but remember that formal meetings can be short and sweet, ending the formal meeting with time for brainstorming at the end.
  - Brainstorming notes do not need to be made public, but can be

### Administrative Tasks Completed

- Week of March 4th submitted non-profit registration required for charitable organization, form RF-C Charitable Activities Section Oregon Department of Justice via email to [charitable@doj.state.or.us](mailto:charitable@doj.state.or.us)
- Received email from [Wendy.Lambo@doj.state.or.us](mailto:Wendy.Lambo@doj.state.or.us) on 3/11/24 requesting bylaws.
- Sent email with signed bylaws pdf to [Wendy.Lambo@doj.state.or.us](mailto:Wendy.Lambo@doj.state.or.us) on 3/11/24.
- Applied for 501(c)3 status with IRS \$275 - submitted/paid 7/12/24 by kelly a. Ilseman
  - Accidentally submitted without listing board members' information

- Called IRS 7/12/24 and got special IRS Non-Profit number (M-F 8-5 PST) 877.829.5500
- Application not showing yet in their system as of 7:30AM PST (went through 9:41:22 AM EST)
- Sent letter with EIN, ADDRESS, and ADDITIONAL BOARD MEMBERS' NAMES (fax# 855.204.6184) on 7/12/24
- Received 501(c)3 status notice July 2024
  - Tax year ending March 31 - *contact IRS about changing this date*
- Schools/teen permission slip rough draft completed March 2024

### Things to Consider

- Consider annual IRS filing costs of about \$150 - fundraising will be important to survival of the organization
- Unmet need: people without insurance with pressing medical needs; low-income rural or urban

### Next Steps (as of 7/12/24)

- Non-profit grants contact: Charlotte MacDonald 503.960.1672 (from Carson Olberholzer wood stove installation) – no response
- Minutes to website -Kelly
- Contact IRS re: March 31 tax year date
- Bank Account - Consolidated Community Credit Union
- Gmail/Document Management
  - Google for Nonprofits - (board votes unanimously yes - Steve)
- Accounting
  - Free - Zipbooks (board votes unanimously yes to explore this option as a primary accounting software option – Aaron)
  - Quickbooks for NonProfits
- Fundraising!!!
  - Google for Nonprofits (board votes unanimously yes - Steve)
  - Crowdfunding: GoFundMe, BetterWorld, Zeffy - research best ones to use - all
- Document board members' experiences with acupuncture: see document for final drafts
- Graphic: similar but different from PDX Points swirl
  - <https://www.istockphoto.com/photos/ripple>
  - Ripple Non-Profit or Ripple Acupuncture Project
- Remuneration
  - Criteria for free/reduced treatments
  - Invoicing/documentation of money received/spent - adapt superbill forms
- 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

### **Brainstorming**

- [Armando Garma Fernandez](#) (Example projects listed on that page).
- [Video examples](#) on Vimeo

### **Future Meeting Dates**

- Monday, Sept 16th, 5pm/8pm

### **Adjourn**

- Kelly motioned to adjourn, Steve seconded