

# Ripple Acu Project Board Meeting Minutes

## Permanent Zoom Link

Tuesday, April 1, 2025

### Welcome

**Present at Meeting:** Kelly Ilseman, Steve Philbrick

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

### Check-In

Steve has been sick since Friday and home sick today. Planning to fly fish this Friday after his school visits.

Kelly has limited time this week due to working an extra day on Thursday at Advanced Acupuncture.

### Aaron's Report (transmitted during an in-person meeting with Kelly Dec 2024)

- Aaron requests to no longer be involved with this project due to time constraints with his current Master's program and concerns that his role as Treasurer requires filing taxes; he would prefer to use a tax preparation service and hire an accountant to file them.
- **Vote to remove Aaron from the role of Treasurer, from the Ripple Board, and to remove Aaron from Consolidated Community Credit Union (CCCU) bank accounts and Google Suite shared documents.** Steve and Kelly will be remaining on the account with all previous access privileges. - **Steve and Kelly vote in favor**
- **Vote to change Ripple account passwords.** - **Steve and Kelly vote in favor**

### Kelly's Report

- **Vote to file the taxes using an approved tax prep software program.** - **Steve and Kelly vote in favor**
- **Tax Prep Service Options approved by IRS for non-profits**
  - <https://www.tax990.com/> \$19.90 - **this software is most highly rated by the Better Business Bureau; also approved for use by board vote**
  - <https://simple990.com/questions> \$50-90
  - <https://www.hrblock.com/> \$90
  - <https://app.file990.org/register> \$54.99-84.99

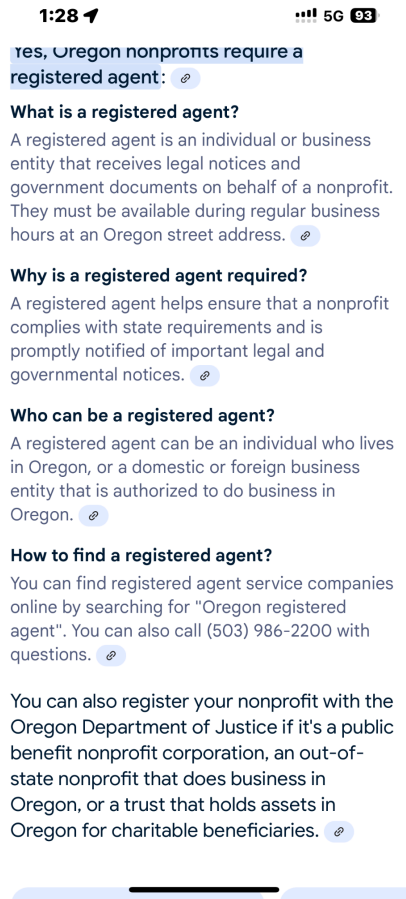
- Charitable Activities Section Oregon Department of Justice
  - Submitted OR state form CT-12 (reporting form for charitable organizations with Charitable Activities Section Oregon Department of Justice) Dec 2024
  - Changed fiscal year to Jan-Dec on 2/18/25 via phone/email convo
    - Email from Wendy Lambo Tue Feb 18, 2025
 

*“Thank you for confirming that you have changed the fiscal year end to December with the IRS. When the IRS sends you an updated letter, or other verification, to show the new fiscal year end, please forward to our office to add to the organization’s file.”*
- Created Google for Nonprofits account in November 2024 (\$12/year) but we are not using it. Would like to cancel this subscription, but *could not figure out how, so deleted payment method*. Google system kept trying to delete my personal gmail and the regular Ripple gmail/google accounts.

| DATE             | DESCRIPTION  | AMOUNT   |
|------------------|--|----------|
| DEC<br>3<br>2024 | Withdrawal Debit Card GOOGLE *GSUITE_ripp<br>cc@google.com CA Date 12/03/24 065031 5817 Card<br>20 #4902<br><input type="button" value="Entertainment"/> | -\$12.00 |

- Called IRS Non-Profit Tax Law Department regarding 501(c)3 status [application 123-EZ](#) due to concerns brought forth by Ripple Treasurer during fall 2024
  - Person I spoke with said if the application was approved, there is no problem with the answers submitted.
    - He said, if the IRS had a question or needed more information about why we selected a given answer, they would have sent a letter asking for more information
    - Checking some of these boxes “yes” leaves room for possible future operations to encompass these activities. See wording of the questions: “do you or will you...”
    - The answers do not affect tax submission in any way.
    - We just need to make sure that the bylaws contain reference to these activities. That is the part that needs to be addressed.
      - **Vote to add section: approved by vote kelly and steve**  
**ARTICLE XIII: ACTIVITIES**  
As part of the organizational activities of this non-profit, funds may be donated to pay for individuals’ acupuncture and herbal expenses and grants may be offered to individuals or organizations (inside or outside the United States). Disaster relief efforts may also be offered in conjunction with this organization.

- Registered Agent (RA): all non-profits are required to appoint a Registered Agent with a street address. Anyone with a street address can be a registered agent or you can pay someone to do it. A business can't appoint itself as RA, but an individual owner can.



- Portland Farmers' Market offers booths for non-profits. Unsure if this costs money and what the time commitment would be. Feeling limited in the amount of time I am able/willing/wanting to donate to this.
- Proposed changes to mission statement:
  - Previous: to advance eastern and traditional medicines through access, experiential learning, art, music, writing, research, and education for patients, students, and practitioners.
  - Current proposal: *to advance eastern traditional medicines through access, experience, research, and education*

**Next Meeting Date:** Thursday, April 3rd at 7pm/10pm

**Motion to Adjourn Kelly motions; Steve seconds**