

Ripple Acu Project Board Meeting Minutes

Monday, December 16, 2024

Welcome

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

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

Check-In

Kelly's Report

- [Graphics](#) from Rick Wade completed; making stickers
- Consolidated Community Credit Union (CCCU) set up and initial required money deposited (\$100 into checking; \$5 into savings)
- Created an Instagram account on 9/28/24 (a dropdown under @kellyannilseman) called Ripple Acupuncture Project. Reminder to please follow!
- 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; called on 12/16/24 and it has been updated to regular calendar year (Jan - Dec)
 - 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 Google form calling for providers to join us
- Created Google for Nonprofits account
- Signed up for Venmo (@rippleacupunctureproject), PayPal (rippleacuproject@gmail.com), Zeffy, and BetterWorld on 12/3/24

(<https://www.zeffy.com/fundraising/donate-to-ripple-acupuncture-project>) using Ripple EIN and Ripple's CCCU bank account information

- Need to sign up for Stripe via Betterworld
- Debuted Ripple's existence and donations links on personal FaceBook account; did not share Better World link b/c signed up for it later in evening
- Donors to target? How?

Steve's Report

- Gmail/Document Management
 - [Google for Nonprofits](#)
 - Account has been created, but members vote to leave everything in the current Drive, knowing that the Google for Nonprofits Drive is there if needed

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.
 - [Quickbooks](#) for NonProfits (advise Wave for now)
- Fundraising!!!
 - [Crowdfunding: GoFundMe, BetterWorld, Zeffy, Goodstack](#)
- Document board members' experiences with acupuncture: see document for final drafts

Save for Later

- 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

Next Meeting Date: Tuesday 3/11, 5pm/8pm

Aaron Motion to Adjourn ; Kelly seconds