

**DEFFA Board Meeting for 11/27/11
North Yarmouth, ME**

Present: Kim Roberts, Diana Sainte, Jeff Raymond, Richard Green, John McIntire, Nancy Rosalie, Julia Plumb, Mary Tolles (formerly Mary Cooke)

Next Meeting: January 8th 1-5 PM at Hope Hoffman's house in Richmond. Diana, among others, requests timeliness.

Fiscal Sponsorship of Coastal Dance Association and other future organizations

General concerns discussed:

Should these kinds of requests be used as an opportunity for DEFFA publicity?

How should DEFFA's logo and name appear in relation to these requests?

What role should DEFFA play?

In the Coastal Dance Association case, does the private ownership of the hall cause any financial or other liability concerns or 501(c)3 concerns?

We should be wary of reaching an upper financial limit (\$50,000) that would change the nature of what we need to report to the IRS.

Draft Procedure Proposal for Fiscal Sponsorships by DEFFA

The mission of the project must be aligned with the mission of DEFFA.

DEFFA needs to see all paperwork before it is sent out to seek a grant.

DEFFA would be serving only as a conduit for grant money, i.e. the organization receives a grant, the grant is disbursed to DEFFA, DEFFA write checks to recipients.

The organization requesting sponsorship is responsible for all outcomes.

DEFFA, at the time of the agreement to be a fiscal sponsor, may ask for an administrative fee of up to 5% of the grant in exchange for dispersal of funds.

DEFFA is not mentioned in any contract as responsible for anything but writing checks.

A formal contract including a "whole harmless agreement" will be written and signed to make the terms clear between the organization requesting sponsorship and DEFFA.

Each request will be considered on a case by case basis with regards to the above concerns.

A motion to tell Coastal Dance Association that we will serve as a fiscal sponsor for their organization for repair of the Simonton Corners Hall roof was passed 6 in favor, one opposed with the following conditions: charging a 1% fee, serving only as a conduit for money, and requesting to see the grant application before it is sent. A written contract will follow.

Because the Simonton Corners Hall is privately owned, DEFFA will write checks from any grant(s) received directly to contractors.

Request for outreach to Mount Ararat Middle School

Diana and Julia are willing to join Marie on outreach.

The board has already authorized money as is in the outreach committee budget (\$1000). No further budget money was been allocated for this purpose at this time.

Annual Meeting

Kim Roberts will not be available to plan the annual meeting (May 20th) this year. This needs to be on the agenda for January.

Meeting adjourned at 12:34.

Respectfully Submitted,
Julia Plumb