



Friends of Spectrum, Inc. (FoSI)
17796 Industrial Circle NW
Elk River, Minnesota 55330

Board of Directors – Annual Meeting Agenda

Tuesday, December 8, 2020, 6:30 p.m.

NOTE: Due to current health pandemic of COVID-19, the Friends of Spectrum, Inc. Board of Directors will conduct this meeting via electronic means (using Zoom) as is allowed under the auspices of Minnesota State Statutes, section 13D.021, Subdivision 1(4).

I. Call to Order

II. Reading of the Vision and Mission Statement *(to be developed)*

III. Conflict of Interest Check

IV. Board Agenda* *(approval)*

V. Consent Agenda *(approval)*

- A. Interim Financial Transactions (none)
- B. Important Documents and Policies (none)
- C. FoSI Board Meeting Minutes
 - June 16, 2020*

VI. Ongoing Business

- A. Budget Report* *(Informational)*
- B. Executive Director's Report *(Informational)*
 - 1. Update on U.S. Bank account
 - 2. Update on Credit Card
 - 3. Update on funds to be transferred – New UFARS Coding* *(Informational)*
 - 4. Update on Administrative Fee – 10% to 5%
- C. Athletic Director's Report *(Informational)*
 - 1. Process for accessing fundraising accounts
 - 2. Current status of athletics and fundraising

VII. Old Business (none)

- A. None

VIII. New Business.

- A. Board Officer Election
 - 1. Chair
 - 2. Vice Chair
 - 3. Secretary
 - 4. Treasurer

IX. Next Meeting and Future Agenda Input

X. Adjournment

Key

* = attachment included in Board meeting materials

Italicized = Action Required