

<p><b>Meeting Minutes</b>  DES MOINES POLICE FOUNDATION DIRECTOR'S MEETING  APRIL 24<sup>TH</sup> 2014 5:30 PM  DES MOINES POLICE DEPARTMENT PUBLIC MEETING ROOM</p>
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**Present:** Wayne Corey, Lowell Lucas, George Jacobowitz, Dan Johnson, Ellie Hooman, Scott Gifford.

**Not Present:** Janel Stoneback, Monica Cripe, Jim Polhamus. (Each absent director reviewed and voted by telephone).

**CALL TO ORDER 5:45pm**

Meeting was called to order by Ellie. Introductions were made and the informational handouts from the SOS and AG's office were reviewed as well as the police department's annual report. There were no members of the public present at the meeting, so there was no need to hold time for public comment.	Informational
Review of Meeting Minutes	First Meeting, no minutes to review.
Reviewed both the sample conflict of interest policy provided by the IRS, and the drafted DMPF conflict of interest policy. There was discussion on the need for annual conflict of interest disclosures for directors.	<ul style="list-style-type: none"> <li>• Motion was made by Wayne to adopt the drafted DMPF conflict of interest policy with each director providing an annual statement acknowledging that they have received, reviewed, and will enforce the conflict of interest policy.</li> <li>• Luke seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul>
There was discussion regarding the desire for the foundation to adopt a records retention policy.	<ul style="list-style-type: none"> <li>• Dan made the motion that the Des Moines Police Foundation will adopt a records retention policy.</li> <li>• Wayne seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul>
There was discussion regarding the desire for the foundation to adopt a whistleblower policy.	<ul style="list-style-type: none"> <li>• Dan made the motion that the Des Moines Police Foundation will adopt a whistleblower policy.</li> <li>• Wayne seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul>
There was discussion of the need for executive director positions on the foundation board. There were three candidates named: Scott Gifford - President Jim Polhamus - Vice President Ellie Hooman – Secretary/Treasurer	<ul style="list-style-type: none"> <li>• Executive directors were voted in unanimously.</li> </ul>
Directors reviewed drafted Articles of Incorporation.	<ul style="list-style-type: none"> <li>• Wayne made the motion to adopt the drafted Articles of Incorporation.</li> <li>• Dan seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul>

<p>There was discussion about the need for the foundation to open a bank account to handle both incoming donations, and payments for services, supplies, and outgoing dispersals of funds.</p>	<ul style="list-style-type: none"> <li>• Scott made the motion to have a checking account with debit cards opened in the foundations name with the President, Vice-President, and Treasurers as signers on the account. When checks are written over \$50, it will require the signature of two executive directors.</li> <li>• Wayne seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul>
<p>Consent agenda items discussed.</p>	<ol style="list-style-type: none"> <li>1. Wayne made the motion that Des Moines Police Foundation will not accept contributions of real property, conservation easements, closely held securities, intellectual property such as patents/trademarks/copyrights, works of music or art, licenses, royalties, automobiles/boats/planes/other vehicles, or collectibles of any type. <ul style="list-style-type: none"> <li>• Scott seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul> </li> <li>2. Dan made the motion that the foundation's officers, directors, and other trustees will serve without compensation. <ul style="list-style-type: none"> <li>• Scott seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul> </li> <li>3. Wayne made the motion that the Des Moines Police Foundation will not hire employees. <ul style="list-style-type: none"> <li>• Scott seconded the motion.</li> <li>• The motion passed unanimously.</li> </ul> </li> </ol>
<p>Discussed development of a Foundation Website where we can post documents, photos, news, and a way for the public to make a donation.</p>	<p>Scott advised that he will look into seeing whether or not he can find someone to volunteer to help us get that done pro-bono.</p>

GOALS FOR NEXT BOARD MEETING

Begin drafting of BYLAWS and Policy Guidelines

Utilize CPA to draft and file 1023 form, requesting 501 (c) (3) tax exempt status from IRS.

NEXT MEETING DATE

June 5th 2014 4:00 pm

Des Moines Police Department Public Meeting Room

ADJOURNMENT 17:15