

**Minutes of the Meeting of the Board of Directors of  
TERRY TUTORS SPECIALIZED EDUCATION SERVICES**

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The Board of Directors of Terry Tutors Specialized Education Services, Inc., held its annual meeting on June 28, 2023 at 6:00 pm at 13423 Burbank Blvd. in Sherman Oaks, California 91401 via teleconference.

The following directors were in attendance at the meeting

- Christine Terry, Executive Director
- Elisabeth Miller, President
- Laura Gonzalez, Vice President (absent)
- Lydia Butterfield, Treasurer
- Anne Esparza, Secretary (absent)

Note: No vote was taken so no quorum was needed for this meeting.

#### **QUARTERLY FINANCIAL REPORT**

The Chairperson submitted the quarterly financial update, indicating that Terry Tutors Specialized Education Services is currently carrying a balance of \$349.67 with \$508.87 in 2022 and \$349.67 in 2023 mid-year. Donations total \$13.38 (2022) and \$17.52 (mid 2023) coming from the Amazon Smile donation platform. There are no in-kind donations to report. Year-to-date employee salary, training and educational expenses are \$0.00.

#### **AMAZON SMILE**

The Chairperson noted that Amazon has eliminated its “Amazon Smile” program nationwide. The last payout was distributed in May 2023. The donation button has been removed from the website.

#### **STATE AND FEDERAL NON PROFIT FILINGS CURRENT**

The Chairperson noted that all NonProfit annual state and federal filings and renewals are current. Next due dates are as follows: January 2024: State of CA Franchise Board and IRS 990N (e-postcard); February 2024: Secretary of State; March 2024: Website and Domain Names; May 2024: Registry of Charitable Trusts (DOJ)

#### **WEBSITE & DOMAIN NAMES**

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The Chairperson notified The Board that renewal fees for the TerryTutors.com and TerryTutors.org domains, email, and website are due in March 2024. Total renewal fees for two-years will be \$801.44.

As a tax exempt organization, the nonprofit may be able to receive a discount or reduced sales tax from the website host (Go Daddy). The President will be submitting IRS documents to evidence tax exempt status to Go Daddy.

**STATUS & PROJECTIONS**

The Chairperson informed the Board that the nonprofit continues to operate on a maintenance status, meaning part-time and only one employee, Christine Terry, as of now. This ensures the nonprofit can grow at a steady pace with little overhead while also acknowledging current expenses for its employee (such as student loans), which require the employee to continue to maintain full-time employment outside the nonprofit. Regarding long-term projections, the Board discussed possibilities for full-time employee status in the coming future.

**ADJOURNMENT**

The President gave permission to electronically sign the meeting notes.

Since there was no further business to come before the meeting, upon motion duly made and seconded, the meeting was adjourned at 6:30 pm.

*Elisabeth E. Miller*

Elisabeth E. Miller, President