

Minutes of the Meetings of the Board of Directors

Distribute EXHIBIT #4 - Minutes of the meeting and some illustrative resolutions

Minutes of the meetings of the board of directors of your foundation are among the most important records you will keep. The minutes will show clear authorization of the acts of the officers, employees and members of the foundation. The minutes should be kept up-to-date and accurately. They should not be abused or neglected.

Minutes of your board of directors meetings will reflect only general statements of the activities of the board of directors. These minutes are not intended to be word-for-word records of discussions, nor should they contain any details of foundation activities with the possible exception of annual financial report. Your minutes may in fact be prepared in advance of every meeting and agreed upon by the directors when they meet.

As you may have noticed, all of the business of