

**MINUTES OF QUARTERLY MEETING
OF BOARD OF DIRECTORS OF
TECHNICAL EMPLOYMENT TRAINING, INC.**

A California Nonprofit

May 28th, 2020

11:30am

The Board of Directors of the above-named Corporation held its quarterly meeting on the above date via conference call.

The following Directors, constituting a quorum of the Board of Directors were:

<u>Director</u>	<u>Absent</u>	<u>Present</u>
Michael J. Gallo		[X]
Don Averill		[X]
Bill Waddingham		[X]
Michael Gialluly		[X]

<u>Guests</u>	<u>Present</u>
Bill Clarke	[X]
Virginia Martinez	[X]
Monica Lache	[X]
Troy Sheffield	[X]

1. Approval of Prior Minutes: The minutes of the last meeting, were presented to the board, and approved as presented.
2. Treasures Report: Financial statements for January 2020– April 2020, were presented. Financials statements were received.
3. TET Policies: TET policies were presented and received by Board of Trustees.

New Business

4. COVID-19 Update: Dr. Clarke presented the board with the TET Action Plan and the TET Playbook (Policies and Procedures) for reopening TET while meeting the CDC, OSHA and County of San

Bernardino County guidelines for business reentry. Dr. Clarke also reported the impact COVID19 has had on the class schedule and the cancellation of an April Course.

5. TET Plan:

Dr. Clarke reviewed the Paycheck Protection Program Loan that TET had applied for and was granted. This loan allowed TET to re-employ staff and bring them back to their regular work schedules prior to COVID19 happening. Dr. Clarke also shared the Economic Injury Disaster Loan (EIDL) loan that TET had applied for with SBA to support the operations of TET to remain in business.

6. NEW Class Schedule: Virginia presented the 2020 adjusted school calendar for TET to accommodate the students of TET

7. ACCET Update: Troy provided the Board with an update of the new COVID19 timeline and the possibility of a virtual visit since many offices are being required to work remote.

8. Board Members: The board reviewed the resumes of the following board members: Kimberly Clarke and Jason Fletcher. Members submitted their email ballots for approval of the board members. Board members were accept to the TET Board of Directors unanimously.

9. Board Member Policy: The Board reviewed the current board member policy and Dr. Averill had volunteered to review the policy to make recommendations to present at the next board meeting. Items to include in the policy were suggested as lengthening the term of board members and including a President/Chair of the Board.

10. TET Bank Accounts: To provide continuity of the business operations, Dr. Clarke requested the Virginia Martinez, Director of Operations to be added to the following bank accounts:

PPB Checking – 117187225

PPB LOC- 56-802903-15

PPB Term Loan-9624000012

11. Economic Injury Disaster Loan: TET had applied for and EIDL, once the application has been reviewed by SBA, Dr. Clarke will notify the board members on the amount granted and terms of the loan with the Board of Directors.

12. Meeting was adjourned at 12:24am.



Don Averill, Secretary of the Meeting