

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

A California Nonprofit

May 4, 2021

10:00 am

The Board of Directors of the above-named Corporation held its quarterly meeting on the above date via zoom 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]
Kimberly Clarke		[X]
Jason Fletcher	[X]	

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

1. Approval of Prior Minutes: A motion to accept and approve the minutes from the February meeting was seconded and approved as presented.
2. Treasures Report: Financial statements for 1st quarter 2021 were presented. Financials statements were received.

New Business:

3. Dr. Clarke provided a report on the following items:
 - a. Enrollment Status: Due to COIVD and county wide ordinance of “good cause,” TET is enduring the lowest enrollment period to date. TET is actively seeking other organizational partners to increase enrollment. i.e church organizations, schools, and government agencies.

- b. Potential Grants: TET has recently registered with grants.gov to apply for grants as additional streams of revenue. TET is also applying for California small business grant reliefs and the san Bernardino county small business grants.
 - c. ACCET Update: TET is waiting and should receive notice by the end of the month the institution accrediting status, whether it has been received or rejected.
4. Bank Credit Line: Dr. Clarke discussed the need to ensure that moving forward TET secures it's credit line in a time fashion and has asked Michael to work with him on securing a new LOC prior to the maturity date of Oct. 2020.
5. Other: Dr. Clarke asked the board to support marketing efforts of TET with upcoming events, to promote and support TET's fundraising efforts. Kimberly Clarke volunteered as the board representative to support TET and Marketing efforts by working with Virginia on upcoming events.

Meeting adjourned at 10:43am.

A handwritten signature in black ink, appearing to read "Donald F. Averill". The signature is written in a cursive, flowing style.

Donald F. Averill, Ed.D. Secretary of the Board