In attendance – Lynne McGeehan, Jennifer Zehner

* Jen is to begin adding reports (Treasurer and Directors’) to end of meeting minutes
* Jen is to obtain a copy of our 501c(3) approval
* We will make a list of all NLYAA documents that should be scanned and stored in Google docs (Executive board level access to include Taxes, Legal information, Insurance, and clearances; director level access to registration information):

1. Tax info for the past 7 years
2. Legal, i.e.- communication with the lawyer, bylaws, incorporation documents, 501c(3), small games of chance information, clearances
3. Registration information
4. Insurance information
5. Scholarship information

* Jen is to look into the NLYAA trailer registration-it is not up to date and the title remains under the former President’s name.
* We will attempt to pick a set meeting date for future Improvement Committee meetings so they can be published on the online schedule.
* Jen is to work on the excel fundraising sheet
* Jon is to add tabs for NLYAA documents in Google docs