

This summary was generated by Gemini using the transcript log from the video conference ([transcript link is here](#))

Executive Summary

The Petaluma Youth Media Network (PYMN) board convened on July 29, 2026, to solidify operational, financial, and legal structures. Key actions included the approval of a consent agenda, the authorization of funds for necessary administrative services (legal, insurance, digital infrastructure), and the formal approval of a Fictitious Business Name (DBA) change to "Petaluma Youth Media Network." The board discussed establishing a student-led enterprise model compliant with California labor laws and initiated a long-term strategy for professional bookkeeping via QuickBooks and dedicated donor management software.-----**Resolution Votes**

- **Approval of Consent Agenda:** Motion made by Anthony, seconded by Kelly. Approved unanimously. Includes: Previous meeting minutes (Feb 17, 2026), financial reports, and the State of the Nonprofit report.
- **Legal & Insurance Framework:** Motion made by Kelly, seconded by Anthony. Approved unanimously. Resolution passed to authorize leadership to retain legal counsel and an insurance broker to develop a compliant student compensation structure. Spending cap set at \$2,500.
- **Digital Infrastructure:** Motion made by Stella, seconded by Anthony. Approved unanimously. Resolution passed to authorize leadership to procure web hosting and donor management services. Monthly/Annual spending cap set at \$20/month (\$240/annually).
- **Reimbursement:** Motion made by Anthony, seconded by Kelly, to reimburse Jamil Dawsari \$383.15 for corporate setup expenses. (Jamil Dawsari abstained due to conflict of interest). Motion passed.
- **Fictitious Business Name (DBA):** Resolution passed to adopt "Petaluma Youth Media Network" as the DBA. Motion made by Kelly, seconded by Stella. Approved unanimously.

-----Action Item Tracker

- **[Board Members]** Identify and recommend potential pro-bono attorneys or insurance brokers specializing in nonprofit/youth employment. We need names of attorneys who can help us do this.
- **[Jamil Dawsari]** Complete DBA/FBN registration with Sonoma County Clerk; publish notice in local newspaper (45-day requirement).
- **[Jamil Dawsari]** Finalize Google Workspace for Nonprofits setup; procure official domain email (e.g., info@pim.org).
- **[Jamil Dawsari]** Finalize registration and "view-only" access for Exchange Bank with QuickBooks/bookkeeping team.
- **[Alex Schoell / Mira Schoell]** Set up QuickBooks nonprofit subscription; categorize backlog of transactions since April 2026; set up donor management integration.

- **[Jamil Dawsari]** Follow up with Exchange Bank regarding reimbursement workflows, checkbook/credit card options.
- **[Jamil Dawsari]** Coordinate with Mira/CPA regarding initial IRS filing ("postcard" form).

-----Draft Board Meeting Minutes Template

Petaluma Youth Media Network (PYMN)

Board of Directors Meeting Minutes

Date: July 29, 2026 | **Time:** 9:00 a.m.

Attendees:

- Jamil Dawsari (Secretary)
- Anthony Vieira (Treasurer)
- Charlie Olsson (Vice President)
- Stella [Last Name] (Board Member)
- *Quorum established.*

1. Call to Order: The meeting was called to order at 9:00 a.m. by Jamil Dawsari.

2. Consent Agenda:

- **Action:** Motion to approve the Consent Agenda, including previous minutes (Feb 17, 2026), financial reports, and the State of the Nonprofit report.
- **Result:** Motion carried unanimously.

3. Financial Report:

- Review of current assets (\$7,500 total, including Exchange Bank and school account funds).
- Overview of VAPA funds and student-led enterprise revenue.
- Discussion of expenses related to corporate filing and awards night.

4. Resolutions:

- **Resolution 01 (Legal/Insurance):** The Board hereby authorizes leadership to retain legal counsel and an insurance broker to develop a compliant framework for student compensation, with a total spending cap of \$2,500. **Result: Approved.**
- **Resolution 02 (Digital Infrastructure):** The Board hereby authorizes leadership to procure web hosting and donor management services, with a maximum monthly cost of \$20 (\$240 annual). **Result: Approved.**
- **Resolution 03 (Reimbursement):** The Board approves the reimbursement of \$383.15 to Jamil Dawsari for corporate account setup expenses. **Result: Approved (Secretary Dawsari abstained).**
- **Resolution 04 (FBN/DBA):** The Board authorizes the filing of a Fictitious Business Name to operate as "Petaluma Youth Media Network." **Result: Approved.**

5. New Business:

- Discussion initiated regarding feasibility of a 2027 Summer Camp for elementary/middle school students.
- Discussion of future board training regarding solicitation of donations.

6. Adjournment: The meeting was adjourned at 10:37 a.m.

Minutes respectfully submitted by Jamil Dawsari, Secretary. July 29, 2026 at 1:08 pm