

# WORLD OF WORK FOUNDATION

AGENDA  
FOR  
ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS  
*4/26/2022*

1. The Incorporator executed and filed the Articles of Incorporation for the Foundation, and identified the seven (7) initial Directors, to complete the organization of the Foundation, as attested to by the Organizational Certificate. The initial Directors as identified in the Organizational Certificate are: David Miyashiro, Scott Buxbaum, Jonathon Guertin, Michelle Hayes, Ed Hidalgo, Karen Minschew, and Miranda Durning.

2. A proposed set of Bylaws have been prepared for consideration and approval by the Directors of the Foundation.

3. The officers of the Foundation as set forth in the Bylaws shall be a President, Treasurer and Secretary each of whom will be elected at this meeting as set forth below. However, to commence the meeting a Temporary President and Temporary Secretary shall be designated.

3. The following actions should be taken at the Foundation's organizational meeting:

- (a) The President, will present the Organizational Certificate naming the Directors, duly executed by the Incorporator. Each Director of the Foundation must acknowledge his or her role as Director of the Foundation by signing the Organizational Certificate where indicated.
- (b) Resolutions regarding Minute Book of the Foundation.
- (c) Review and ratification of the Articles of Incorporation which were filed and certified by the California Secretary of State on March 8, 2022.
- (d) The proposed Bylaws are reviewed and adopted subject to any revisions made by the Board.
- (e) Officers are appointed, with those being present accepting and serving thereafter in their respective capacities. The appointed President takes over the meeting, and the appointed Secretary takes over the recording of the minutes.
- (f) Conflicts of Interest Policy, Whistleblower Protection Policy and Document Retention and Destruction Policy are each reviewed and adopted, again subject to any revisions made by the Board.
- (g) Date of Annual Meeting is set.

- (h) Dates for Regular Meetings are set.
- (i) Authorize officers, and each of them, to take all acts necessary and required to fulfill the intent of all resolutions adopted by the Board at this meeting, including, but not limited to, taking all acts necessary and required to finalize incorporation and exemption filings.
- (j) “Housekeeping” items:
  - (1) Bank is selected, and resolutions should include the officers authorized to act and signature requirements as may be pertinent (please note that the bank may request copies of the corporate resolutions);
  - (2) Review requirements of the California Corporations Code requiring the biennial filing of a Statement of Information with the Secretary of State and ratify compliance thereto; and
  - (3) Direct officers to obtain any licenses, permits, and the like, if necessary.
- (k) Conduct any other matters to be brought before the meeting, *e.g.*, donation agreements; and include discussion and resolutions of actions approved, authorized and adopted.