

# MEA VOTA FOUNDATION



## BOARD FORMS & TEMPLATES

*Adopted August 24, 2025 by Resolution of the Board*

# **Mea Vota Foundation**

## **Board Forms & Templates (2025)**

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- 1. Conflict of Interest Annual Disclosure Form**
- 2. Whistleblower Report Form**
- 3. Volunteer / Advisor Agreement**
- 4. Board Member Consent to Serve**
- 5. Meeting Minutes Template**
- 6. Policy Adoption Resolution Template**
- 7. Expense Reimbursement Form**
- 8. Donor Acknowledgment Letter Template**
- 9. Youth Advisor Recognition Letter**

## **Conflict of Interest Annual Disclosure Form**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

I affirm the following:

- I have received and read the Conflict of Interest Policy.
- I agree to comply with the Policy.
- I disclose the following financial or personal interests that could present a potential conflict:

None       Yes, describe below:

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Signature \_\_\_\_\_ Date \_\_\_\_\_

## Whistleblower Report Form

**Date of Report:** \_\_\_\_\_

**Name (optional):** \_\_\_\_\_

**Role:**  Staff  Volunteer  Director  Other

### **Description of Concern:**

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### **Action Already Taken (if any):**

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I request confidentiality.  I wish to remain anonymous.

Received by \_\_\_\_\_ Date \_\_\_\_\_

## **Volunteer / Advisor Agreement**

I, \_\_\_\_\_, agree to serve as a volunteer/advisor for Mea Vota Foundation.

I commit to:

- Upholding the safeguarding and ethics policies.
- Maintaining confidentiality of sensitive information.
- Acting in the best interest of the Foundation and its mission.

I understand that violation of these expectations may result in termination of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Board Member Consent to Serve**

I, \_\_\_\_\_, consent to serve as a Director of Mea Vota Foundation.

I affirm that:

- I support the mission and purposes of the Foundation.
- I will abide by its Articles, Bylaws, and Board Policies.
- I will disclose any conflicts of interest as required.
- I will devote the time and attention necessary to fulfil my duties.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Meeting Minutes Template**

## **Meeting of the Board of Directors**

Date \_\_\_\_\_ | Location \_\_\_\_\_

### **Present:** [List names]

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### **Agenda Items:**

1. Call to Order
2. Approval of Minutes
3. Reports (Chair, Treasurer, Committees)
4. Old Business
5. New Business
6. Adjournment

### **Resolutions Adopted:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signature of Secretary \_\_\_\_\_

## **Policy Adoption Resolution Template**

### **Resolution of the Board of Directors**

Resolved that the following policy is adopted as the official policy of the Corporation:

**Policy Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

Adopted by unanimous consent of the Board on \_\_\_\_\_.

Chair / President \_\_\_\_\_

Secretary \_\_\_\_\_

## **Expense Reimbursement Form**

**Name:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_

**Description of Expense:**

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Amount \$ \_\_\_\_\_

Receipts attached

Approval:

Treasurer \_\_\_\_\_

Chair \_\_\_\_\_

## Donor Acknowledgment Letter Template

[Date]

Dear [Donor Name],

On behalf of *Mea Vota Foundation*, thank you for your generous contribution of \$\_\_\_\_\_ received on [date].

No goods or services were provided in exchange for this gift. Therefore, the full amount is deductible for federal income tax purposes under Section 170 of the Internal Revenue Code.

Your support helps us continue our mission to support families and children with lifelong care needs.

Warm regards,

A handwritten signature in black ink, appearing to read "Nancy Kokshoorn".

**Nancy Kokshoorn**

*Founder / Chair / President / Secretary / Treasurer*

## Youth Advisor Recognition Letter

Dear Ashley,

The Board of Directors of *Mea Vota Foundation*, hereby recognizes you as **Youth Advisor** to the Board until your 18th birthday.

You are invited to attend Board meetings, share your perspective, and advise on matters affecting siblings and families.

Upon reaching age 18, you will be eligible to serve as **Sibling Director** with full voting rights, subject to Board confirmation.

Signed this 24th day of August 2025:

A handwritten signature in black ink, appearing to read "Nancy Kokshoorn".

**Nancy Kokshoorn**

*Founder / Chair / President / Secretary / Treasurer*

## **CERTIFICATION**

These forms and templates were adopted by resolution of the Board of Directors of *Mea Vota Foundation*, on **August 24, 2025**, and are issued for internal use only.

**Signed:**

A handwritten signature in black ink, appearing to read "Nancy Kokshoorn".

**Nancy Kokshoorn**

*Founder / Chair / President / Secretary / Treasurer*