**Homeschool Board Training Live Q&A Chat Transcript**

to accompany the video recording available at [HomeschoolCPA.com/BoardTraining](https://HomeschoolCPA.com/BoardTraining)

00:20:54 Lenaya S: We are a ministry of a church and have been for 20 years. The parents pay the teachers directly, but we pay no rent because we are a ministry of the church. We have asked the church to ask their CPA about putting the church in jeopardy of paying property tax, but they said we are fine. Are the property tax laws different in each state? Are we fine to continue this way or should we investigate further? We are in Virginia.

00:22:49 Doreen Browning - Harrisburg, NC: Doreen.browning@carolina.rr.com

00:25:31Amelia G: We are in the process of creating a new nonprofit co-op of 12+ families. Four of us are the founders. In our initial meetings, the founders have been envisioning what they want the group to look like, etc…which is great for creating a purpose and mission statement! But I’m finding that we are sometimes having a hard time differentiating between what policies would be for Governance / Board / Bylaws (e.g. who gets to vote) and what policies would be for Operations (what day do we meet, no-cellphone in class policy, etc.). We still aren’t sure if we want an executive director yet, because our co-op is so small, but is that a solution to help people differentiate between governance and operations? Is the executive director the person who creates operational policies, a parent manual, etc…or does the board do that? Or both? Any tips specifically on how to create solid group policies from the beginning?

00:26:18 Jeff F: We are a brand new board for a tutoring coop that has already commenced operation. We are just now seeking to incorporate and obtain 501c3 qualification. Any suggestions in terms of what order we need to complete the tasks?

00:27:11 Liz M: We are a new co-op starting in Utah. Utah law requires at least 2 directors (I assume they mean board members) to be over a committee. Does this reference to a committee the same kind of a committee such as fundraising, events, community service, etc., or are they speaking of something completely different?

00:32:57 Amelia G: Our new group will be an academic co-op, but have a Christian/Religious perspective allowed (Our past co-op had a no-religion policy). Do we need to have that specified in our purpose statement or mission statement or bylaws, or just internal policies?

00:35:14 Lenaya S: We have a board of 7 people, but they also serve as teachers...which get paid directly from the parents. Is that alright?

00:36:40 Liz M: Our homeschool group has some teachers that will be paid and others who are on the board that are doing it for free. We were thinking of counting their teaching time as a donation in kind. We were told to count that donation as the market value of the service. Do we research what teachers are paid in our area, or just use our own teacher salary to find that number?

00:38:51 Rebecca C: Do you recommend or have an opinion about a board NDA, confidentiality agreement, or a board loyalty agreement? We recently had a board member quit and then distribute sensitive information about co-op participant families and we are hoping to find some way to prevent this or have a consequence when if it ever happens again.

00:39:29 Vickie T: We are converting from a for profit to nonprofit so are working thru changing our leadership process. We have created a board of three people from the leadership, and two other people from the team are me (as the admin) and another who is a teacher. We used to just work thru the day to day operations and now we have overlap of people who are board members and those that are not. Would we call that an "operations committee" in order to continue working kind of the same way we have, with a periodic board meeting with the three that are actually on the board?

00:39:31 Deborah G: Is it customary to include a "read and understand" checkbox regarding bylaws on a teacher/staff/volunteer application?

00:40:15 Amelia G: Who pays for the initial cost of nonprofit incorporation? I’m assuming the founders. Is it possible or legal to reimburse the founders for that cost once the co-op is up and running?

00:41:06 Liz M: Is there ever a need to update Articles of Incorporation, such as a founder becoming a paid executive director or when they decide to leave the group?

00:41:51 Paula M: What level of the financials do the members have a right to see? When the member is requesting? I am a previous board member and will be getting back on the board for the next school year. I have never had issues with previous treasurers. The current treasurer would not give the Bookkeeper permission to send me our P&L, but have received the P&L from other treasurers.

00:42:03 Lenaya S: We are a ministry of the church, would that make a difference?

00:42:47 Kathy S: If the bylaws specify no membership for the nonprofit corp, can members of the co-op like the parents or spouses of board members still attend board meetings?

00:44:35 Deborah G: If I have a teacher (paid only for teaching) on the Board, is that a conflict of interest? She would not be paid for Board service.

00:45:02 Jeff F: We had planned to have one of our teachers be an "at-large" board member, but that sounds like it might be a problem? Is it?

00:46:16 Elizabeth: We are a board of 8 with a large group. We had a board member completely "go rogue" and start making unilateral decisions often and out of the blue such as monetary choices, firing committee members, etc. Large decisions, not small ones.What is the best way to handle someone like this who is suddenly just doing whatever they wanted rather than discussing with the fellow board?

00:48:00 Crystal M: We are an established 501c3 religious homeschool group with 7 board members and 100+ families. Our group’s largest challenge is filling the treasurer role because of the responsibilities. We are exploring hiring a bookkeeper to help with the treasurer job. What suggestions do you have for building a quality bench of possible volunteers for the treasurer position?

00:48:20 Johnna: Our co-op is totally & completely volunteer from board members to teachers. The church where we meet is considering bringing our co-op under the church. Is there any reason that's not desirable? It seems mutually beneficial

00:50:57 Jeff F: Also, what about a parent being on the board? Would that also be seen as a conflict of interest?

00:55:23 Jeff F: Since we have not incorporated yet, would our first "board" meeting actually be the "incorporation meeting" to name the board members?

00:55:44 Amelia G: If we are an academic co-op, that operates with a religious perspective, what “type” of group are we, according to the IRS? Educational or Religious? Or is there a way that we can select both? Just want to get the IRS language correct.

01:00:14 Deborah G: Who can serve on committees? Parents, teachers, staff, etc.?

01:03:12 Kathy K: Can our Board (who are mostly paid) transition to a “Leadership Team” as long as we are under the authority of a church board?

01:04:46 Vickie T: Your financial practices document says that the treasurer shouldn't sign checks and shouldn't receive bank statements at their home or reconcile bank account. Can you clarify the roles of the treasurer and how the other financial practices are handled separate from the treasurer? Is that where a volunteer or paid bookkeeper comes into play?

01:07:03 Stacey L: Opinions on having a limited board term vs board members serving as long as they want?

01:08:05 Deborah G: Is there something on your website that gives guidance as to which level of decisions are appropriate for the Board vs. Exec. Director?

01:10:58 Johnna: If we are a "program" of the church, can we have our own bank account for the co-op or does it all need/have to go through the church?