

# CURRY WITHOUT WORRY



## BOARD OF DIRECTORS MANUAL 2011

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# Section I: Organizational Overview

- **The Mission of Curry Without Worry**

Curry Without Worry was founded in December of 2006, as a 501c3 with the soul purpose of serving soul pleasing food to the hungry people of San Francisco in need of a freshly cooked hot meal. While we desire to feed those people most in need of a meal, it is also our philosophy that hunger is not defined by an empty stomach. For this reason, Curry Without Worry is open to whomever hungers to join us. The mix of those who accept a meal brings a sense of equality, and peace to the experience, and allows those who truly are having a hard time in life to realize that there are people who care about bringing all people together.

Namaste, originally from Sanskrit, loosely means to pay homage to the inner light in all living things. This represents the purpose of Curry Without Worry: feeding hungry people; doing so in a dignified manner; and encouraging peaceful coexistence.

- **Short Profile of programs and accomplishments**

As of March 31, 2011 :

We have fed 30,063 people in need over the past 4 years.

7104 Volunteers have helped to create meals and serve them

We have served nutritious meal for the last 229 Tuesdays, rain or shine.

We have raised \$17,459 in the last 10 months through farmers markets, and individual donations.

We offer educational opportunities for High School and College students to earn humanities credits for their volunteer hours while serving a semester with our non-profit.

Ongoing partnerships with :

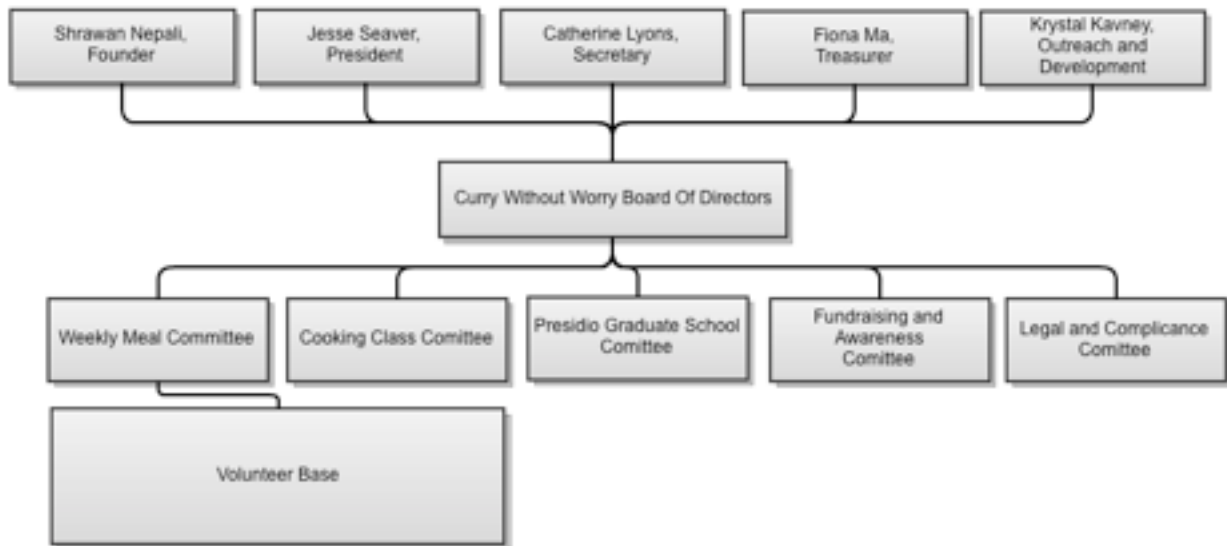


Beginning in August of 2011, 5 MBA grad students from The Presidio Graduate School will begin work on a strategic business plan and pro forms for a Curry Without Worry food truck that will support the Tuesday program through a for profit lunchtime truck service.

- **Membership Overview:**

There is not currently a membership option offered through Curry Without Worry.

- **Organization Chart:**



## **Code of Ethics**

All those who participate in Curry Without Worry must do so voluntarily, and sign a waiver stating that they have done so .

As meals are prepared, all volunteers will promise to handle the food with respect and to take great care in ensuring meals are prepared and served in a sanitary fashion. This includes preparation in a commercial kitchen, and volunteer awareness and sanitary glove serving procedures.

No financial gains acquired by Curry Without Worry may be used without the consent of the board of directors. No loans may be taken in the name of Curry Without Worry without the consent of the board of directors.

All those published as representatives of Curry Without Worry, in print or photograph, will sign a waiver giving consent to such publication.

All information at official Curry Without Worry meetings is considered confidential and can not be shared without the consent of the board of directors.

Curry Without Worry shall not be responsible to assist any board member with a outside financial or personal obligations.

## **Section II: Board of Directors**

- **2011 Calendar of Board and Executive Committee Meetings ( to date )**

*Board Meetings:*

January 28  
February 17, 23  
March 13, 16  
April 21  
May 12  
June 2

*Weekly Meal Committee and Volunteer Meetings:*

January 4, 11, 18, 25  
February 8, 15, 22  
March 1, 8, 15, 22, 29  
April 5, 12, 19, 26  
May 3, 10, 17, 24, 31  
June 7, 14, 21, 28

- **Terms of Service**

The Board of Directors of Curry Without Worry is comprised of community members who are nominated by their peers to serve a two year term, with automatic renewal. Elections for open positions the Board are held yearly.

Curry Without Worry Board Members are noted for their leadership and serve as advocates for the interests of the organization. The President and Founder also

are responsible for providing guidance to the Board and working as formal spokespeople on fundraising and organizational outreach matters.

Specifically, members must:

- Be prepared to contribute their time, money and other resources. Directors should be prepared to contribute financially to the work of the organization or find individuals who are willing to contribute. In addition, directors should willingly contribute their expertise (e.g. marketing, lobbying, accounting, legal, etc) to further the aims of the organization.
- Participate fully on board committees as assigned. This means attend the meetings, read the necessary documents ahead of time and be prepared to discuss the issues at hand. Committee meetings are the place where key issues are discussed, analyzed and resolved. Recommendations for board action are formulated at the committee level.
- Advocate on behalf of the organization – directors must be prepared to promote the views of the organization in order to secure funding, legislation and other support for the organization. This requires an informed board member.
- Ensure compliance with regulations and accrediting bodies
- Approve the budget
- Report to the president of the board of directors. Individual agendas must be subordinate to the aims of the organization. Acting out of self interest is to be discouraged.
- Keep discussions and reports confidential.
- Provide input into the strategic plan and monitor the organization's progress towards achieving established goals.

- **Board Job Description**

President : The president shall: Ensure that members understand their jobs and are able to fulfill those expectations; Help recruit new members and develop succession plans for committee chairs; Provide board meeting structure; Ensure management tools are implemented; Work with committee chairs; Serve as a link to the community; The president shall serve as an intermediary with the treasurer to present an annual budget, and maintain access of organizational financial accounts.

Secretary : The secretary shall: keep an accurate recollection of board meetings and decisions; determination of member presence and eligibility to vote; continuity of policies and practices; and accountability of board members officers, and directors.

Treasurer : The treasurer shall: maintain knowledge of the organizations financial goals and objectives; Work with the president to file organizations taxes; work with president and financial committee to understand the financial accounting for the organization.

Officers and volunteers : Officers and Volunteers shall work to the best of their ability with the board of directors to accomplish the goals of the organization.



### •Committees Roles

Weekly Meal Committee : organize, prepare, deliver, serve, and clean up after The Curry Without Worry meal every Tuesday.



Cooking Class Committee : organize, prepare, promote, and facilitate scheduled cooking classes, which act as fundraisers for the organization.

Presidio graduate School Committee : work as point contact with Presidio Graduate School students, and representatives, to provide the best possible information and resources available to the organization as a resource for the students to use in preparation of their strategy documents.

Fundraising and Awareness Committee : organize, promote, and create opportunities for fund raising for the organization. This includes but is not limited to grant applications; working to acquire individual, corporate, and foundation support; encouraging volunteers membership and sweat-equity donation.

Legal and Compliance Committee : organize, file, and keep updated records of all legal documents, tax reporting & financial institution documents, and organization insurance.

### • What Makes an Ideal Board Member

An ideal Curry Without Worry board member cares about the health and wellness of the community he or she lives in. They will believe that bringing together people of all races, & religions and political creeds, around a healthy meal will empower and strengthen the community they are in. They will be willing to offer this support out of a place of passion and personal duty.

An ideal member will also have a particular skill set needed by the organization, and the work ethic and manner to step into the existing organizational structure and offer sustained progress towards stated goals and objectives.

- **Nomination Form/Procedures for board member candidates**

Any board member may submit a nomination for a new board member, officer, or committee seat during a scheduled board meeting where all members are present.

- **Minutes of 2008 Board Meetings**

Current Board meeting minutes are available upon request from the Secretary.

- **Insurance**

Curry Without Worry does not currently hold active D&O Insurance but is in the process of securing a policy.

Curry Without Worry does have a general Liability policy attached to this document from Chapman Insurance. (GLP-15670518)

Curry Without Worry maintains an auto policy through State-Farm Insurance for it's delivery vehicle.

## Section III: Management



- **Board of Directors Biographical Information:**

**Shrawan Nepali, Founder :** Shrawan grew up at Paropakar Orphanage in Kathmandu, Nepal from age 8 till 16 after losing his grandma, YogaMaya Shrestha. After finishing high school, he worked as a supervisor to take care of 50-boys orphanage, while attending part-time college at Public Youth College, Kathmandu. He also worked at the International Buddhist Library in

Swayembhunath. And then in 1985 he got an opportunity to pursue his higher education in the United States when his long time Peace Corp Volunteer brother John Paul sponsored his education at Warren Wilson College in Swannanoa, North Carolina. After getting his BA in Business Administration 1989, he moved to be closer to his another long time Peace Corp Volunteer brother Dave Fulton from San Francisco, CA who served in his village in Pyuthan, in Western Nepal during the late 1960s.

While working part-time at Tri-Valley Growers Corporation in San Francisco, CA as an accountant he ended up getting his MBA in International Business from Lincoln University in 1993. After his degree he kept on serving corporate America for 8 years. At Selective Media, San Francisco, CA, he worked as a controller from 1995- 1999., At Alternative Telecom, Berkeley, CA he worked as a controller from 1999-2001!

To give back to his native country Nepal, he left corporate world in 2001 to start a home to provide lasting home and education for some of the most underprivileged children of Nepal, thus he founded Ama Foundation. ([www.ama-foundation.org](http://www.ama-foundation.org))

With his love of cooking and bring friends together, as he calls it "human fire place" from the East and the West, with the help of friends from both parts of the World, he ended up founding Curry Without Worry™ in 2006.

He travels around the world to promote these two organizations and also leads his friends from the West to the spiritual and adventure journey of Nepal twice a year.



**Jesse Seaver, President :** Jesse grew up in Massachusetts, and now lives in the San Francisco bay area, in Sausalito. Jesse met and formed a partnership with Shrawan at the founding of Curry Without Worry and offers his entrepreneurial, business organizational, technical and design practices to Curry Without Worry.

Jesse also runs a local business, Charity ATM, LLC, which organizes it's fundraising activities to serve as a funding vehicle for many Curry Without Worry organizational costs.

He is a It Project manager, and web developer, and is studying for a degree in Sustainable business practice.

More information can be found at [charityatms.org](http://charityatms.org) and [jesseseaver.com](http://jesseseaver.com).

**Catherine Lyons, Secretary** : Catherine Bio and Photo Coming.



**Fiona Ma, Treasurer** : In November, 2006 Fiona Ma was elected to represent the people of California's 12th Assembly District. The district includes San Francisco, Daly City, Colma and Broadmoor. In 2008 she was elected to a second term.

As a former elected member of the San Francisco Board of Supervisors, Assemblywoman Ma hit the ground running in Sacramento. The Speaker appointed Assemblywoman Ma as the Majority Whip, where she was responsible for ensuring the passage of crucial legislation to improve public education, expand healthcare access and protect our environment.

In 2010, Speaker of the Assembly John A. Pérez appointed Assemblywoman Fiona Ma to the leadership position of Speaker pro Tempore. As presiding officer and member of the leadership team, Assemblywoman Ma guides Assembly Members through the daily business of the house, responds to parliamentary inquiries, issue rulings on points of order when necessary, and is responsible for guiding legislative priorities. She also serves on key committees including Agriculture, Business and Professions, Governmental Organization, Public Employees, Retirement and Social Security, and Utilities and Commerce.

Assemblywoman Ma serves as the Chair of the Assembly Select Committee on Domestic Violence where she has worked on legislation to protect victims of domestic violence. She has authored groundbreaking legislation to protect young children from dangerous chemicals, help California's working families pay the bills, prevent the spread of Hepatitis B, increase access to quality healthcare, and provide equal rights for all Californians. She has also been a strong advocate for better neighborhoods, authoring laws to combat graffiti, recycling theft and disabled placard abuse.

As a joint author of Proposition 1-A, which was approved by voters in November, 2008, and the convener of the High Speed Rail Caucus, Assemblywoman Ma is also the legislature's leading advocate to bring high speed trains to California.

During her first year in office, landmark legislation was chaptered into law By Governor Schwarzenegger. Assembly Bill 1108 was a first in the nation law that banned the use of toxic chemicals, known as phthalates, in baby products. Her bill was later used as a model in Federal legislation that went into effect in February, 2009.

Assemblywoman Ma is also focused on improving California's bottom line. She has authored legislation to keep jobs in California and grow the state's economy and as an

Executive Board Member of the National Conference of State Legislators, she works to keep California competitive with other states.

Assemblywoman Ma received her B.S. from the Rochester Institute of Technology (NY), her M.S. in Taxation from Golden Gate University (SF), and an MBA from Pepperdine University. She is a Certified Public Accountant licensed in California.

## Section IV: Financials

- **2010 and 2011 Budget Projections ( Draft, Not Finalized ) :**

<b>Revenue</b>	<b>2010</b>	<b>2011</b>
Foundation Grants - Secured	5000	0
Foundation Grants - Anticipated	15000	\$50,000.00
Corporate Support - Secured	0.00	0.00
Corporate Support - Anticipated	0.00	\$10000
Individual Donors - Secured	\$4000	0
Individual Donors - Anticipated	\$10,000	\$50,000
Special Events - Anticipated	\$5000.00	\$20,000.00
<b>Total Revenue</b>	<b>\$39,000</b>	<b>\$170,000</b>
<b>Expenses</b>		
Salaries	0.00	30,000
Consultants	0.00	5,000
Printing/Duplicating	\$500.00	\$2000.00
PR/Advertising	0.00	\$1000.00
Rent/Utilities	\$1200	\$3000
Equipment	\$1000	\$5000

<b>Expenses</b>		
Food	\$15,600	\$5,000 ( Anticipating Food Donations )
Insurance	\$7600	\$10000
Legal	0.00	\$500
Accounting	0.00	500
<b>Total Expenses</b>	<b>\$25,000</b>	<b>\$92,000</b>

- **2011 report to local tax authorities:**

Filed with CA and IRS and available upon request.

- **2009/2010 Audited Financial Statements**

Curry Without Worry 2009-2011 financial statements are currently being audited and generated to accompany this document.

- **Local Tax ID documents :**

IRS and CA tax exemption documents attached.

## **Appendix A: Contact Information**

Contact Information:

Web : [www.currywithoutworry.org](http://www.currywithoutworry.org)

Email : [currywithoutworry@gmail.com](mailto:currywithoutworry@gmail.com)

Phone :

Jesse Seaver, President (707) 291-4929

Shrawan Nepali, Founder (415) 674-9898

Address:

203 States Street

San Francisco, CA 94114

# Appendix B: Background Documents and Information

- **Bylaws of Curry Without Worry**

## ARTICLE I - NAME, PURPOSE

Section 1: The name of the organization shall be Curry Without Worry.

Section 2: Curry Without Worry is organized exclusively for charitable and educational purposes

## ARTICLE II - MEMBERSHIP

Section 1: Membership shall consist only of the members of the board of directors.

## ARTICLE III - ANNUAL MEETING

Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Board of Directors who shall also set the time and place.

Section 2: Special Meetings. Special meetings may be called by the Chair or any committee head.

Section 3: Notice. Notice of each meeting shall be given to each voting member, by mail, not less than ten days before the meeting.

## ARTICLE IV - BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the Council, and delegates responsibility for day-to-day operations to the Council Director and committees. The Board shall have up to 6 and not fewer than 3 members. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at least once a month, at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation. Directors will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve 2 year terms, but are eligible for re-election and automatic renewal.

Section 5: Quorum. A quorum must be attended by at least 75%percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. An official Board meeting requires that each Board member have written notice two weeks in advance.

Section 7. Officers and Duties. There shall be five officers of the Board consisting of a Chair Secretary and Treasurer. Their duties are as follows:

The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-Chair, Secretary and Treasurer.

The Vice-Chair will chair committees on special subjects as designated by the board.

The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board members, and assuring that corporate records are maintained.

The Treasurer shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 8: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members by the Secretary two weeks in advance of a Board meeting. These nominations shall be send out to Board members with the regular Board meeting announcement, to be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

Section 10: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notices of special meetings shall be send out by the Secretary to each Board member postmarked two weeks in advance.

## ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed, such as fundraising, housing, etc. The Board Chair appoints all committee chairs.

Section 2: The five officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. The Treasurer is chair of the Finance Committee, which includes three other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and the public.

ARTICLE VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These Bylaws were approved at a meeting of the Board of Directors of \_\_\_\_\_ on \_\_\_\_\_, 19XX. ( Pending Approval at next meeting )