

Human Program Foundation

BOD Meeting Minutes

Date: 2 February 2026

Time: 2:30p MT

Location: <https://us06web.zoom.us/j/81706777143?pwd=bkly9jXPRyQn2fjbcdQ8DkgUHOsn6Q.1>

Posted Notice Location: <https://humanprogram.com/board-meetings>

Call to Order:

The meeting was called to order at 2:31p.m. M.T. by the Chair.

Roll Call / Quorum: Jennifer Bassignani, Katie McCullough, Lisa Riegel

Directors Present: ACTING - Jennifer Bassignani, Lisa Riegel, Katie McCullough;

Directors Absent: N/A

A quorum was established.

Also in attendance: Isaac Squires - ED of HPF

Guest: Sarah Siegrist - Abacus - CPA

Open Meetings Law Compliance Statement entered into the record. No objections.

Agenda Approval:

Motion: Jennifer Bassignani

Second: Lisa Riegel

Vote: Approved

Election of Officers:

Chair: Katie McCullough - All in favor, motion carried

Secretary: Jennifer Bassignani - All in favor, motion carried

Treasurer: Lisa Riegel - All in favor, motion carried

POLICIES AND BUDGET VOTES

Approval / Adoption of Board Bylaws (Vote)

Motion: Jennifer Bassignani

Second: Lisa Riegel

Vote: Approved

Conflict of Interest Policy (Vote)

Motion: Lisa Riegel
Second: Jennifer Bassignani
Vote: Approved

Whistleblower Policy (Vote)

Motion: Jennifer Bassignani
Second: Lisa Riegel
Vote: Approved

Approval of Initial Budget (Vote)

Motion: Jennifer Bassignani
Second: Lisa Riegel
Vote: Approved the initial budget for years 0 - 6 (2026 - 2031) as presented subject to future revisions as necessary.

Approval of Records Retention Policy (Vote)

Motion: Lisa Riegel
Second: Jennifer Bassignani
Vote: Approved

Discuss Additional Required/Recommended Governance Items

- Code of Ethics / Board Conduct Expectations - Work on these documents, submit for next board
- Open meeting/public participation guidelines - submit for next board meeting
- Financial controls and authorization thresholds - Work in progress, will discuss at next board meeting
- Standing agenda item - Presentation from Head of School
- Development of Strategic Plan - board action - vote next meeting

Public Comment:

None

Other:

Set next meeting date/time/location:

Meet monthly over the next 2 - 3 months, then move to quarterly.

First Monday of the month March - May, decide if moving to quarterly thereafter. Meeting time at 2:30p MT via Zoom.

Adjournment:

Motion: Lisa Riegel

Second: Jennifer Bassignani

Approved: Approved

The meeting adjourned at 3:44 p.m. MT

Submitted by:

Jennifer Bassignani, Secretary