



**MINUTES - MEETING OF THE
AEG FOUNDATION BOARD OF DIRECTORS**

**2015 Fall Board Meeting,
8:00 AM to 4:30PM Tuesday, September 22, 2015
The Wyndham Grand Hotel and Conference Center
600 Commonwealth Place, Pittsburgh, PA 15222
Chartiers Room**

SESSION ONE

- 1) Call to Order and Welcome President Fenster
 - a) Meeting called to order at 8:42 AM
- 2) Roll Call to Establish Quorum..... Secretary Doyle
 - a) Attending: President Fenster, Treasurer Cato, Secretary Doyle, Director Gill-Shaler (joined at 10:28 AM), Director Higgins, Director Smith, Director West, Executive Director Bryan, Finance Chair John Peck, Past Director Greg Hempen, Past Director Bob Tepel
 - b) Director Chase
- 3) Agenda Additions or Changes and/or Orders of the Day (Action) President Fenster
- 4) Secretary's Report Secretary Doyle
 - a) Approval of Meeting Minutes of September 9, 2015 (Action)

Motion to approve the minutes of the September 9, 2015; seconded; approved unanimously.

- b) Proposed changes to Bylaws (Action)

Motion to approve the changes to Section 3.1 as presented; seconded; approved unanimously.

Motion to approve the changes to Section 4.2.3 as presented; seconded; approved unanimously.

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Motion to approve the changes to Section 4.2.6 as presented; seconded; approved unanimously.

Motion to approve the changes to Section 5.1.2.4 as presented; seconded; approved unanimously.

Motion to approve the changes to Section 5.1.4.9 to, “not authorize any person to sign an order, statement, check or other financial instrument that requires the signature of the Treasurer, except for the President.”; seconded; approved unanimously.

These changes may have been made to a previous By-Laws

- c) Secretary’s action on signing documents
- 5) President’s Report..... President Fenster
 - a) Recent Activity
 - i) Signed E-Store MOA with AEG President Ken Ferguson
 - ii) Signed contract with Dan O’Brien for GLAT
 - b) Mtg at 4:30PM (9/22/2015) between AEGF EC and AEG EC
 - c) Other Issues under Continuing and New Business.
- 6) Treasurer’s ReportTreasurer Cato
 - a) Funds: Due to market decrease the Fidelity Fund has lost value
 - b) Chase: \$5000; First Bank: No Treasurer access; funds will be transferred to Fidelity
 - c) Financial audit: complete books for FY 13-14; \$3500? cannot be reclassified due to lack of documentation
 - d) FY14-15 audit not required since AEGF is below \$1,000,000 in total assets
 - e) Requested that Audits and Bauerle communications should go through the Finance Committee and Treasurer rather than through the Executive Director.
 - f) Need up to date financials; Bookkeeper Diana Padgett is still closing out books from last year
 - g) **Executive Director Bryan will begin sending monthly summary reports to Treasurer and Finance Committee that includes monthly donations to each Fund as well as total assets per Fund.**
 - h) Overhead to the Johnston Fund occurs at the end of each year (10% of donations)
- 7) Executive Director’s Report..... Executive Director Bryan
 - a) Audit is complete; financials are in progress
 - b) Chase account: \$5000; First Bank: \$11,742.28; Fidelity: \$903,994.46
 - c) Donor Reception: 57 people who were invited are at the meeting; invitations were included in meeting packets
 - d) 8 Lemke awards budgeted for, but 9 abstracts met the criteria used by the committee

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Motion to increase the number of Lemke awards from 8 to 9 and present to the students selected by the committee; seconded; approved unanimously

SESSION TWO

- 8) Continuing Business..... President Fenster
 - a) Jahns Lectureship Funding
 - i) Approval of AEG invoice for Greg Hempen (2014 Jahns Lecturer)

Motion to approve the Jahns Grant application for Greg Hempen’s Jahns Lectureship in the amount of \$4034.78; seconded; approved unanimously.

- ii) streamlining reimbursement to Lecturers
 - (1) Greg Hempen – every year EGD chair changes and GSA Foundation representative changes so there is little corporate knowledge of reimbursement; Dr. Hempen has emailed AEG, EGD, GSAF with suggestions for new protocols for submission and reimbursement
 - (a) Reimbursements start with GSA who approved all invoices before sending it to AEG, who then have to request funding from AEGF
 - (b) President Fenster and AEG President-Elect Santi will attend GSA EGD Board meeting at GSA Annual in November to discuss future Jahns reimbursements
 - (c) **Suggested that Jahns Lecturer send all documentation to AEG and AEGF as well as GSA.** There is a concern that this may result in double payment if sent to multiple organization.
 - iii) Protocol for Lecturers, AEG HQ and AEGF HQ
 - iv) Remainder of Scott Burns payment does not have backup but it has been requested from AEG with a new application. Eldon Gath’s reimbursement has not been requested yet but is expected.
 - b) Donor Reception Update from Donor Reception Committee Chair West
 - i) Food and drinks are in AEG President Ferguson’s suite, fresh food will be picked up Wednesday.
 - ii) 57 total invitations
 - c) John Moylan Memorial Fund – proposed by the Kansas City/Omaha Section
 - i) No update
- 9) New Business
 - a) AEG/EC Meeting agenda points
 - i) AEGF supports the profession and are stewards of our donor’s money
 - ii) GLAT – will AEG allow Special Publications that are out of print to be added to the GLAT? Future GLAT Committee action after Executive Director’s research.
 - b) Highlights for AEGF presentations

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SESSION THREE

COMMITTEE REPORTS Committee Chairs

10) Communications Report Secretary Doyle

- a) Website updates
 - i) Waiting to move Honor Roll to its own page as soon as roll is updated
 - ii) Need to make scholarship applications live by October 10, 2015.
 - iii) **Add Scholar, brochures, Honor Roll to website**
- b) AEG News Submittals
 - i) Anna Saindon created an article for the last NEWS
- c) AEG Insider
 - i) Director Gill-Shaler has continued to submit to Insider to promote the Silent Auction
 - ii) **Include scholarship application link in next Insider**
- d) AEGF Scholar
 - i) Next Scholar in progress, waiting for response from student
 - ii) **Archive old versions of the Scholar on the website as a new page – link**

11) Development Committee ReportTreasurer Cato

- a) Status of development and reorganization of Shlemon Funds
 - i) See attached report
 - ii) Shlemon Continuing Education – suggested to update so that AEGF can initiate and run events. Capped at \$25,000
 - iii) Shlemon Specialty Conference – suggested to update so that AEGF can initiate and run events; 50% of proceeds to go to organizing group (in discussion); capped at \$25,000
 - iv) Shlemon Mentor Fund (small grants for mentoring activities) and Shlemon Quaternary Geology Scholarship Fund in development
 - v) Suggested to combine all funds under one name with sub-funds for each existing/proposed fund.
 - vi) Need to work out interactivity with AEG
 - vii) Should “Shlemon Specialty Conference” be trademarked?
 - viii) Funds (not just Shlemon) need long-term advocates

12) Donor Acknowledgement Committee Executive Director Bryan

- a) Publishing donor names in AEG News, addressing omissions, include all donors
 - i) Not many donations in last few months; AEG says they have had nothing come through the website since April
- b) Review of Acknowledger List

13) Donor Reception Committee Director West

- a) See 8 b)

14) Finance Committee Chair Peck

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- a) Based on the Bauerle audit, no actions can be taken to rectify discrepancies in financials – issues with allocation of monies to particular funds. Finance Committee recommends we move forward with financials as they are.
- b) Due to market issues, financials have decreased. Finance Committee recommends staying with the asset allocations we have, as nothing else will change the situation, and wait out the market issues.
- c) Producing about \$70,000/year, which is consistent with past years. This covers programs and overhead. Finance Committee does not recommend changes to program allocations.
- d) Committee cannot make full recommendations without continuing financials. Donations are down.
- e) The Board thanks Chair Peck and the Finance Committee for their work in this difficult financial time.

15) Geoscience Internet Library Committee Report..... President Fenster

- a) New GLAT Chair
 - i) **President Fenster will contact Allen Hatheway for suggestions on a new chair**
- b) Webmaster contract signed with Dan O'Brien
- c) What's next?
 - i) **Executive Director Bryan will look up agreement with AEG on whether Special Publications can be included in the GLAT**

16) Lemke Award Committee Secretary Doyle

- a) Awardees
 - i) 9 awardees
- b) Schedule Directors presenting Lemke Awards

17) Marketing Committee Director West

- a) Advertisements, donor recruitment, brochures, scholarship flyers
- b) President Fenster will serve on committee as of January 2016
- c) AEG Store Website Status of E-Store MOU - signed
- d) Marketing Initiatives
 - i) Foundation memberships?

18) Nominations Committee Director Smith

- a) 3 terms expire in January 2016
- b) Committee recommends that Shirley West be nominated for a second term, Bill Flanigan is nominated to immediately be elected to complete Julie Keaton's term, and Gary Luce is nominated to replace Dave Fenster as of January
- c) Officers for January 2016: President – Briget Doyle, Treasurer – Kerry Cato, Secretary – Jane Gill-Shaler

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Motion: That Shirley West be reelected to a second three-year term as Director of the AEG Foundation effective January 1, 2016; seconded, approved unanimously.

Motion: That William Flanigan be elected to fill the unexpired term of former Director Julie Keaton effective immediately and expiring December 31, 2017; seconded, approved unanimously.

Motion: That Gary Luce (vice Fenster) be elected as a Director of the AEG Foundation for a three-year term beginning January 1, 2016; seconded, approved unanimously.

Motion: That Briget C. Doyle be elected as President, Kerry D. Cato be re-elected as Treasurer, and Jane Gill-Shaler be elected as Secretary of the AEG Foundation for one-year terms beginning January 1, 2016; seconded, approved unanimously.

19) Planned Giving Committee..... Chair Peck

- a) Legacy Circle
 - i) People who have given >\$50,000 or people who have included AEGF in estate documents
 - ii) Directors to be provided with list so they can thank donors personally

20) Programs Committee Report..... Director Smith

- a) Charter Review
 - i) Marliave and Cornerstone Fund reviewed
 - (1) Marliave Fund getting large and it is suggested that another award be considered
 - (2) Cornerstone Fund needs more applications
 - (a) Send out blurbs to specific faculty and/or departments about Cornerstone using list developed by Scott Burns
- b) K-12 Education Charter
 - i) Rick Kent and the AEG K-12 Education Committee have submitted a draft charter for a K-12 Education Fund. The draft has been sent to the Programs Committee for review and comment.

21) Silent Auction/Fundraiser Committee Report.....Director Gill-Shaler

- a) Fundraiser – Quilt is not completed; will be finished and sent to winner. 3D printer will also be part of fundraiser
- b) Donations from Dick Gray, Terry West, Shirley West, Bill Smith, Allen Shaw, Jane Gill-Shaler and Lib Conner (see attached) for Silent Auction
- c) Student volunteers have been arranged
- d) Copies of the Scholar will be available at the Silent Auction table

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22) SYPSC Liaison Committee Report..... President Fenster

23) New Business

- a) There is a need to continue the separation between AEGF and AEG. There are some concerns that there is too much intermingling of AEG and AEGF.

24) Closed Session

- a) Closed session began at 3:51 PM
- b) Closed session ended at 4:39 PM

25) Set time and place of next meetings

26) Adjournment

Briget Doyle, Secretary

Minutes Approved _____