



MINUTES - Meeting of the
AEG FOUNDATION BOARD OF DIRECTORS

Teleconference
6:00 PM ET (3:00 PM PT), Monday, November 11, 2019

- 1) Call to Order and WelcomePresident Flanigan
 - a) President Flanigan called the meeting to order at 5:05 PM CST.

- 2) Roll Call to Establish Quorum..... Secretary Higgins
 - a) **Attending Officers**—President Flanigan, Treasurer Smith, Secretary Higgins; **Directors**—Cato, Evans, Lasky, Lenz, Luce, Munro, Vetter; **Operations Manager**—Vazquez; **Guests**—None; **Absent**—Director Tepel.

- 3) Agenda Additions or Changes and/or Orders of the Day (Action).....President Flanigan
 - a) Add two items to 5) President’s Report: Call from AEG President, AEG Communications Committee.

- 4) Secretary’s Report..... Secretary Higgins
 - a) Approval of Minutes of October 14, 2019 Teleconference (Action)
 - i) **Motion to approve the minutes of the October 14, 2019 Teleconference was seconded and approved unanimously.**
 - b) Secretary’s action on signing documents
 - i) Secretary Higgins signed the Conflict of Interest Policy (approved on October 14, 2019) and returned the signed electronic copy to the Operations Manager and President.

- 5) President’s Report.....President Flanigan
 - a) 990 Report

- i) President Flanigan signed the attached 990 Report and returned it to the auditor for submittal.
 - ii) 2019 In Kind Donation Reminder—**Action Item: Complete and return In Kind Donation form to the OM ASAP.**
 - b) Communication with AEG President—President Flanigan received an email from the AEG president indicating a general agreement that both AEG and AEGF should change their EC meetings at the annual meeting to Monday so EC members may join the golf tournament and/or field trips.
 - c) Communication with AEG Committee—President Flanigan requested input on an idea from AEG Communications Committee that the AEGF join them in producing a two-sided, 11X17 inch poster (one side advertising the meeting, one side advertising the Foundation) that would be sent to universities. **Action Item: Director Luce will check on details and report back.**
- 6) Treasurer’s Report Treasurer Smith
- a) Monthly Treasurer Report—See attached report.
 - b) Financials—See attached report.
- 7) Operations Manager’s Report Operations Manager Vazquez
- a) Membership List—See attached report.
 - b) 2019 Donors—See attached report.
 - c) YTD Fund Donations—See attached report.
 - d) Final Fundraising Appeal—See attached report.
 - e) 2017 Draft Annual Report—See attached report.
 - f) 2018 Draft Annual Report—See attached report.
- 8) Continuing Business.....President Flanigan
- a) Operating Reserve Policy—**Action Item: Board will plan to vote on the policy at the December teleconference.**
- 9) New Business.....President Flanigan
- a) Fund Policy—**Action Item: Email comments to President Flanigan ASAP.** The Board will vote on the policy at the December teleconference.

- b) General appeal for chapter newsletters—The Board had a short discussion about the advantages of advertising Foundation activities in local AEG Chapter Newsletters. **Action Item: Director Lasky will prepare generic blurbs for this purpose.**
- c) Website updates—Some information is missing or outdated on the website such as committees and chairs, board members, funds, etc. **Action Item: Directors check their data on the website. Director Lenz will review the website for other deficiencies.**
- d) **Mid-Year Board Meeting Schedule—Action Item: Directors check schedules for available weekends for mid-year meeting in March 2020 for December teleconference.**

10) Old Business—None.

11) Next Meeting

- a) Monday, December 9, 2019 at 3:00PM Pacific / 6:00PM Eastern

Adjournment—President Flanigan adjourned the meeting at 6:10 PM CST.

Respectfully submitted by:

Jerry Higgins, Secretary

Approved by Board Action: 12/09/2019