



***Draft* MINUTES - Meeting of the
AEG FOUNDATION BOARD OF DIRECTORS**

**Teleconference
6:00 PM ET (3:00 PM PT), Monday, February 10, 2020**

- 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 Munro
 - a) Attending: Officers - President Flanigan, Treasurer Smith, Secretary Munro; Directors – Evans, Higgins, Kreuger, Lasky, Lenz, Neal, Tepel, Vetter; Operations Manager - Vasquez; Absent – Director Higgins.

- 3) Agenda Additions or Changes and/or Orders of the Day (Action).....President Flanigan
 - a) Added 5 d) Email Communications

- 4) Secretary’s Report..... Secretary Munro
 - a) Approval of Meeting Minutes of January 13, 2020 Teleconference (Action)
 - i) **Motion: To approve minutes of the January 13, 2020 Teleconference of the AEG Foundation Board of Directors. Motion was approved by a vote of 12 yes, 0 no and 0 abstain.**
 - b) Secretary’s action on signing documents: None

- 5) President’s Report.....President Flanigan
 - a) 2020 Mid-year Board Meeting Update: March 28 & 29 in Dallas. Will be held at Marriott Residence Inn. **Action Item: Information regarding Residence Inn to be sent to Directors to make reservations. Room \$129/night.**

- b) Conflict of Interest Forms: Most filled out and returned. **Action Item: Missing to fill out and send in.**
 - c) Audit: Looking for 501C3 auditors for RFP; discussed need for annual audit. Discussed need to be registered in states other than CA, where AEGF is incorporated. **Action Item: Director Tepel and President Flannigan to research.**
 - d) New Committee Chairs: Programs – Director Neal
Finance – Director Kreuger
Communications – Director Vetter.
Thanks for the Directors for volunteering to chair.
 - e) Annual Meeting: Silent Auction – Need chair and members. **Action Item: Director Lenz to follow up with prospect.**
Reception for Donors – Director Vetter will take lead, Director Lasky will support. **Action Item: Team will research having hotel manage.**
Lemke Awards – Directors Lentz, Evans, and Treasurer Smith to lead.
Golf Tournament – President Flannigan to chair, Director Higgins to support.
 - f) Fundraising Appeal and Jahns Match: See attached report. Anonymous donor offered to extend match.
- 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. **Action Item: Discuss value of membership next meeting.**
 - b) 2019 Donors: See attached report for January.
 - c) YTD Fund Donations: See attached report.
 - d) Scholarship Application Update: See attached report. **Contacted all geology professors. Alex to clarify who “all” are.** Closed Feb. 1 for 2020.
 - e) Link to Mid-Year Meeting Hotel Registration: To be forwarded. **Action Item: Book by March 13.**
- 8) Continuing Business..... President Flannigan
- a) Website Updates: Analytics report – see attached report. Director Lenz reported conferring with his company website consultant. **Action Items: Director Lenz to bring ideas to March meeting.**

- b) Org Chart: See attached draft. Ongoing discussion of suggested revisions to committee structure (Development & Fundraising, Fiscal Policies Treasurer Based, Communication & Outreach, Administrative Policies-Secretary), statutory committees and need for volunteers for Champion for each
- c) Policy Transparency: Moved to next meeting

9) New Business..... Chair Flanigan

- a) Student Chapter Grants: See attached applications. Received 3 applications. AEG Committee review recommended supporting University of Mississippi and University of Nevada Reno applications.
 - i) **Motion: To approve recommended grants to University of Mississippi and University of Nevada Reno Student Chapters. Motion was approved by a vote of 12 yes, 0 no and 0 abstain.**
- b) Website Completed Updates Operations Manager Vazquez
 AEGF Tribute to Chris Mathewson posted.
 Automated notification of Fund Champions of donations occurring. **Action Items:**
Recommend personal thank you to donors by Champions and BOD members. Vasquez to update donor list by Fund to BOD members can they also send personal thank you's.

10) Old Business

- a) None

Consent Agenda ItemsCommittee Chairs

- a) Finance Committee Report: to add to agenda.
 - i) **Motion: To approve adding Finance Committee Report to Consent Agenda Items. Motion was approved by a vote of 12 yes, 0 no and 0 abstain.**

Next Meeting

Monday, March 9, 2020 at 3:00PM Pacific / 6:00PM Eastern

Adjournment: Meeting was adjourned at 6:15 PM CST.

Respectfully submitted by:

Rosalind Munro, Secretary, AEG Foundation

Approved XX/XX/2020

