



Minutes - Meeting of the
AEG FOUNDATION BOARD OF DIRECTORS

Teleconference
6:00 PM ET (3:00 PM PT), Monday, November 8, 2021

- 1) Call to Order and Welcome President Neal
- 2) Roll Call to Establish Quorum..... Secretary Munro
Attending: Officers - President Neal, Vice President Tepel, Treasurer Smith, Secretary Munro;
Directors – Evans, Flanigan, Kreuger, Lasky, Lenz, Morris; Operations Manager Vazquez.
Absent – Director Vetter. Guest – Director-Elect Saindon.
- 3) Agenda Additions or Changes and/or Orders of the Day (Action)..... President Neal
Added item “Financials”; Added “Action Items”.
- 4) **Consent Agenda**
 - a) Treasurer’s Report..... Treasurer Smith
 - i) Monthly Treasurer Report
 - ii) YTD Financials
 - b) Operations Manager’s Report Operations Manager Vazquez
 - i) Membership List
 - ii) 2021 Donors
 - iii) YTD Fund DonationsMotion made to approve Consent Agenda, seconded, approved unanimously, no abstentions.
- 5) **Strategic Discussions**President Neal
 - a) Secretary’s Report.....Secretary Munro

- i) Approval of Meeting Minutes of September 21, 2021 Annual Meeting (Action): Motion made to approve, seconded, approved unanimously, no abstentions.
- ii) Approval of Meeting Minutes of October 11, 2021 (Action): Motion made to approve, seconded, approved unanimously, no abstentions.
- iii) Secretary’s action on signing documents: None
- b) Fund Liaison ReportDirector Lenz
 Director Lenz sent email to main donors a couple of weeks ago to reintroduce himself, report where we are generically on fundraising. Asked for input. Thus far only one email response, saying thanks for our efforts.
- c) Annual Meeting.....President Neal
 Nothing regarding wine field trip. Expecting joint lunch and meeting room bills to come.
- d) Programs Committee Update Director Morris
 Charter updates in progress. **Action Item: Director Morris to remove web address and street address from charters, keep email address.**
- e) President’s Report.....President Neal
 - i) Jahns Lecturer Process
 Treasurer Smith and President Neal have upcoming conference call with AEG President German to discuss how Jahns Lecturers have gotten paid. Would like to propose new process where AEGF alternates years with GSA to pay Lecturer in full (\$10,000). Currently AEGF needs grant request from AEG for their half of the annual \$5,000. GSA handles the paperwork. For any change would need to reach agreement with GSA. We need to understand what GSA does. Consider the possibility of advance to Lecturer. How much over \$10,000 would GSA consider in the future? Get input from past recipients.
 - ii) Midyear Meeting
 Director Kreuger offered his office space for next midyear meeting in St. Louis. Can probably get good hotel rates through his corporate accounts. **Action Item: Operations Manager Vazquez to conduct Doodle poll for date, preferably last two weeks of March.**
 - iii) Student Chapter Grants (Vote): 2 applications \$250 each. Motion to approve, seconded, approved unanimously, no abstentions.
 - iv) ASBOG Donation: Vice President Tepel reported donation for John Williams fund was discussed at ASBOG meeting, 60 people were there. Vice President Tepel informed there is a \$55,000 match by AEGF Directors.

- v) To Do List: Secretary Munro to update after each meeting. To Do List to be included in meeting agenda as standing agenda item. To Do List to be posted on AEGF Board website. **Action Items: Secretary Munro to create To Do List and update after each meeting. Operations Manager Vazquez to include in meeting agenda and post on AEGF Board website.**
- f) Finance Committee ReportVice President Tepel
 - i) Meeting with May Harris For Purpose Law Group.....Director Kreuger
 - 12 policies to address. Focus on needs and finances. Consider discussion at midyear. Donor intent: suggested going back to donors for discussion. Form 990: suggested update output better reflect AEGF’s Missions and Programs. Recommended making sure we have agreements with contractors.
 - Action Items: Committee to review A Vazquez Consulting contract. Provide May contract to BOD.**
 - Student AEG membership is free and don’t need to be affiliated with student chapter. Make clear on AEGF and AEG websites.
 - Next Finance committee call Nov. 18.
 - ii) Auditor: Director Morris suggested a potential auditor from Sacramento, will send contact to Director Kreuger, who will follow up. Need before tax season. **Action Item: Director Morris to send potential Sacramento auditor contact info to Director Kreuger.**
 - iii) Financials: Discussed how to see up to date documents. Currently 3 months behind, but usually 1 month because monthly BOD meeting is too early to have received from prior month. **Action Items: Treasurer to send monthly to BOD as soon as available. Treasurer to include total amounts of checks per month to date in Treasurers’ report. Operation Manager Vazquez to try to speed up process.**
- g) Final NewsletterOperations Manager Vazquez
 - Action Items: Directors to review and send comments to Operations Manager Vazquez in next few days. Operations Manager Vazquez to distribute next week.**
- h) Draft year end appeal.....Operations Manager Vazquez
 - Action Items: Directors to review and send comments to Operations Manager Vazquez in next few days. Operations Manager Vazquez to add standard donation form to letter. Operations Manager Vazquez to send around Thanksgiving.**
- i) Draft holiday cardOperations Manager Vazquez
 - Operations Manager Vazquez will send in December.

- j) Application workflow on website (include flow chart).....Operations Manager Vazquez
Action Item: BOD to review and send comments to Operations Manager Vazquez who will finalize flow chart then include on webpage. Alex (web site) to see if we can include applications.

6) New Business..... President Neal

- a) Add Action Item List under Old Business in future agendas.
- b) Manager Vazquez is receiving contributions at new PO Box.

7) Old Business..... President Neal

- a) None

Next Meeting

Monday, December 13, 2021 at 3PM Pacific / 6PM Eastern

Adjournment 4:40 PM Pacific