



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

**Teleconference**  
**6:00 PM ET (3:00 PM PT), Monday, December 13, 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, Morris, Vetter; Operations Manager Vazquez.  
Absent – Director Lenz. Guest – None.
  - 3) Agenda Additions or Changes and/or Orders of the Day (Action)..... President Neal  
Remove financials from consent agenda
  - 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 Donations
- Motion 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 November 8, 2021 (Action): Motion made to approve as amended, seconded, approved unanimously, no abstentions.
- ii) Secretary’s action on signing documents: Signed Fidelity paperwork to add Treasurer-Elect Morris.
- b) Fund Liaison Report .....Director Lenz  
Resent introduction letter. No responses. 3 returned.
- c) Programs Committee Update ..... Director Morris  
Charter updates in progress. All charters updated sent to Secretary Munro.  
**Action Item: Secretary Munro to date, sign and stamp updated charters and send to Operations Manager Vazquez to post.**
- d) President’s Report.....President Neal
- i) Jahns Lecturer Process: AEGF President Neal met with AEG President German. She is going to meet with GSA and let us know outcome. Thomas Oommen is new Chair of GSA EEG Division.
- ii) Midyear Meeting time and location – March 19 & 20?: March 19 & 20 works for 8 directors who responded. Loren probably ok. Nichole not sure yet. Will follow up with Directors Lenz, Laskey and Vetter. Director Kreuger offered to host at his St. Louis office. All day Saturday and half day Sunday. **Action Item: Director Kreuger will send information on hotels and check if hotels have airport transportation.**
- iii) Beardsley-Kuper Match Question: Director Evans agreed to divide donation as match. Will use other directors matches first. **Action Item: Treasurer Smith to track.**
- iv) Alex’s contract: President Neal edited draft of contract. Reviewed table of responsibilities. **Action Item: President Neal to update table as discussed on call, review with Operations Manager Vazquez then forward to BOD for review. BOD to review existing contract and provide comments.**
- v) Cancelled credit card notices: Numerous have been received. Operations Manager Vazquez not receiving emails addressed to Staff.
- vi) Research Grant Application: Requested changes made to website for other grants. **Action Item: Operations Manager Vazquez to work with webmaster to update Research Grant Application site.**
- vii) Bill Flanigan: December is Director and Past President Flanigan’s last meeting. President Neal formally thanked Director Flanigan for all his service, leadership, and support.

viii) Added: President Neal voiced concern and need to fix where Foundation information is stored. Director Morris suggested a Sharepoint site.

e) Finance Committee Report .....Director Kreuger

- i) Auditor and contract: Financial review proposals/emails received for CPA services range from \$6 -\$11K. **Action Item: Committee to review.**
- ii) Finance policies: Five draft revised policies included in BOD package. Review two in meeting, review the other three in January meeting. Financial Reviews and Audits Policy: One comment added to original policy. Motion made to approve as amended, seconded, approved unanimously, no abstentions. Operating Reserve Policy: Cosmetic change made. Motion made to approve as amended, seconded, approved unanimously, Director Flanigan abstained.
- iii) StateScape: To be discussed in future meeting. May not benefit the public.

6) New Business..... President Neal

a) None

7) Old Business..... President Neal

Action Item List: **Operations Manager to add as agenda item. Secretary Munro to update list each month.**

Next Meeting

Monday, January 10, 2022 at 3PM Pacific / 6PM Eastern

Adjournment 4:30 PM Pacific.

Respectfully submitted by:

Rosalind Munro, Secretary, AEG Foundation

Approved by Board Action 1/10/22