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# ALASKA ENGINEERING EDUCATION FOUNDATION

## AEEF January Teleconference Agenda

**January 10, 2012**

**Call in Number:** 800.391.1709

**Conference ID:** 596672

**Start time:** noon

- 1) **Meeting call to order:** Greg called the meeting to order at approximately 12:04.
- 2) **Roll Call:** Galen Johnson, Gerry Brown, Greg Latreille, Brad Fristoe, Frances Isgrigg, John Pekar, Steve Schrader, Mike Dean
- 3) **Approval of Agenda**
  - a) No changes to agenda
- 4) **Approval of Meeting Minutes**
  - a) October Semiannual Meeting: Greg to check on the minutes and get them out to the board.
  - b) November teleconference: No November meeting held.
- 5) **Executive Director's Report** – S. Shrader E-mailed out 12/31/2011 scholarship report. All scholarships have been paid except for one scholarship pending copy of the curriculum; and the second year award for one student which is not due. Beth Nodurft has replaced Matthew Korshin as the MathCounts fundraiser for Anchorage; some checks are coming in. Doug Murray has been doing fundraising for Juneau and checks are coming in. The Operating Fund is approximately \$400-\$500 over budget due to application and consulting fees for meetings with Foraker Group. Executive director e-mail address (execdir@alaskaeef) is up and running on the website. Steve believes that the arrears in Anchorage chapter have been taken care of. Steve will e-mail report out on the savings balance as it looks like the balance in the account might be down. Scholarship donations: Steve sends out the form letter to fund raisers asking that they send out the tax information for checks received.
- 6) **MATHCOUNTS Report** – L. Taylor: Linda was not available in this meeting. Mike D indicated that she has no updates.



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- 7) **Scholarship Reports** – F. Isgrigg: Application Deadline is Jan 24, 2012 and we have not received any to date. Applications went out to schools in October/November timeframe. All the schools have been reminded in January.
- 8) **Task Force Reports**
- a) **MATHCOUNTS Revitalization** – G. Latreille, D. Murray: Greg has nothing to report.
  - b) **AEEF Endowment Expansion** – G. Brown, F. Isgrigg: Delaying new scholarship for the high school students for the Anchorage Group. Gerry to develop the chart on how the process works around the scholarships; starting with what Steve has provided. Frances requested to be involved.
- 9) **Annual Meeting – March 2012 (ASPE/AEEF)**: Chris Stone is attending the annual meeting but we need to firm this up rather quickly. Meeting date is weekend of March 24, 2012. Discussion of timeframe Thursday – Friday with banquet Friday night or Saturday night. Also looking a Friday through Sunday meeting, with the seminar on Friday. All board members with the exception of Frances are good with having the meeting on Sunday.

Gerry is looking for alternative facilitator for the event. Figure out scheduling by Jan 21, 2012 for the two meeting, seminar and banquet. Rekindle PEP during this timeframe. Earlier conversations indicated that most members of the board wanted to attend the seminar in joint with the business meeting. We usually have the meetings prior to the banquet so the new officers can be installed. Gerry is thinking about offering Christine and her husband (seminar facilitator) a 2 day ski pass if they come up.

Greg will be looking for a new ASPE president out of the Juneau Chapter; if this is not possible, Greg will be looking in Fairbanks for a new president. He also needs to look for a secretary and treasurer as well.

Get your travel taken care of for the March meeting.

### 10) Old Business

- a) **Website** – status update – G. Latreille: Website is up and running and donations have been received for AEEF. Problem: People cannot put in where their donations are going; the information comes in as one chunk. Letters going out to donors request them to break this out.
- b) **Foraker Group Foundation** – S. Shrader: Teleconference with Mike Walsh back in November. An article was sent to Greg; Steve will send out to everyone. Foraker will be guiding us on the strategic planning process. The meeting with Foraker indicated that a good strategic plan is recommended to address fundraising needs. Greg's



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recommendations are to go forward with the strategic plan since the board decided this was the right way to go. Greg understands that Foraker will help out with some of the legal issues surrounding opening up AEEF to other groups who may want to use AEEF for money management. None of us are experts in tax laws and how our organization can be hurt by some things we do not know about.

Set up a committee for strategic planning for AEEF. Gerry would like to be on the committee. Greg suggests Forest Braun. This will entail a 3-4 hour session of talking about the values of AEEF and what we want to accomplish to come up with a strategic plan detailing what we want to accomplish in the near and long term. There would be some homework for being part of the committee. Try to get folks that are part of the active leadership as well as someone from MathCounts. Steve suggests LaQuita as a member. Greg will try to staff these individuals.

- c) **Thank you notes** – A. Smith: Angela not on the line.
- d) **AK Air Biz Account & Credit Card** – S. Shrader: LaQuita set up the Alaska Airlines Biz account. Steve has not completed the credit card application. We need a corporate resolution or minutes from a meeting authorizing Steve to open up a business credit card.

**Greg: Motion to authorize Steve Shrader to get a business credit card under the name of AEEF. Seconded by Dave Dean. Approved by all on line. Steve abstained as he will be obtaining the card.**

LaQuita will be using the card for MathCounts. Steve will do the transaction or she will, but Steve will be the holder of the card.

- e) **Pick/Click/Give Update** – S. Shrader: We slipped through the cracks with the Department of Law as an exception. We are now on the Alaska Permanent Fund Dividend site as a non-profit. We need to get the word out that AEEF is now a Pick/Click/Give. Greg will put a notice out to share with the membership. We will need to reapply annually - \$250 application fee. We will need to see how many contributions we receive to see if paying the fee makes sense. All PFD contribution in the fall of the same year as the PDF.

PayPal has a 2.25% fee for use of the service. We have had one donation through PayPal; the spreadsheet will be updated to include PayPal.

**11) New Business:** No new business.

**Adjourn:** Mike Dean moved to adjourn, Brad Fristoe seconded the motion. Time: 12:55