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ALASKA ENGINEERING
EDUCATION FOUNDATION

AEEF Annual Spring Meeting Agenda

March 12th, 2011, 8:00 AM

Location: BBFM Engineers, 510 L Street, Ste. 200

Call in Number: 800.391.1709

Bridge: 596672

Attendees:

Steve Schrader

Greg Latreille

Mike Dean

LaQuita

Steve Schrader

Mike Hardy

John Pekar

Mike Spitz

Brad Fristoe

Frances Isgigg

Gerry Brown

David Lanning

Galen Johnson

1. Meeting called to order *10:06 AM*
2. Roll call for Quorum – Michael
 - a. *See above, quorum present*
3. Approval of agenda
 - a. *Move to approve by Greg, second by Dave, approved*
4. Approval of Minutes - Michael
 - a. *Greg moved to approve minutes from Jan, Brad seconds, approved.*
5. Executive Director's Report – Steve
 - a. *Written report provided by Steve, included in AEEF files.*
 - b. *\$15,750 awarded in scholarships for 2011.*
 - c. *Donations from Fairbanks chapter are not included in the report as they haven't been received yet.*



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- d. *Donations to the endowment amount for 2011 of \$13,725.*
 - e. *Steve proposed that an internal audit be conducted this year to review the books and one appears to be required by the by-laws. This topic is added to the new business items for this meeting.*
 - f. *Motion to accept report by Greg L, second by Mike D., approved.*
6. MATHCOUNTS Report – LaQuita
- a. *State competition is scheduled for Mar 26 in Fairbanks. 7-8 teams and 38 Mathletes are expected to participate.*
 - b. *MathCounts is operating at a deficit as they are covering both accommodations and airfare for participants.*
 - c. *Suggestion was made to include air miles in the donations requests. LaQuita will check with Alaska Airlines to see what they offer for programs to assist with the Mathlete travel expenses.*
 - d. *LaQuita will provide a written report.*
 - e. *Gerry moved to accept the verbal report, Greg seconded, approved.*
7. Old Business
- a. Website – Maureen
 - i. *No update at this time. A contract has not been finalized with the website manager.*
 - ii. *Future changes to the MathCounts section were intended to be made by the MathCounts director.*
 - iii. *Angela volunteered to take the lead and establish the draft letter contract with the web developer and forward it to Steve for his review and use.*
 - iv. *The website address is www.alaskaeef.org*
 - v. *Greg did some research and found that PayPal is likely the cheapest option for accepting donations online.*
 - vi. *Motion to set up a paypal account for the website donations, provided by Steve, seconded by Greg, approved, Greg will establish account and coordinate with Steve*
 - vii. *Maureen is passing the website management duties and they are passing to Greg*
 - b. MathCounts Task Force
 - i. *Task force consists of Greg, Doug M, and LaQuita.*
 - ii. *Greg reported that the fund raising letters went out on time.*



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- iii. *Greg also called and spoke with a couple of the Anchorage schools.*
- iv. *Individual donations from the Juneau members were excellent.*
- v. *Gerry introduced a discussion on increasing our efforts to find corporate sponsorship for the MathCounts*

c. Foraker Group Foundation Training – Steve

See Handout Link Below

http://www.forakergroup.org/layouts/forakergroup/files/documents/applications/tfg_Partner-Appl.pdf

Steve provided a background on the functions of the Foraker Group and covered some of the areas that he thought that it might be useful for AEEF.

Greg moved that we apply for membership with the Foraker group, seconded by David L, approved. Steve will apply.

d. AEEF Endowment Expansion Task Force – Gerry

- i. *Focus is to investigate ways to allow other professional organizations to utilize AEEF to manage scholarship funds.*
- ii. *Gerry will research the legalities of handling funds for other organizations. Formalizing the current informal agreement with ASCE Mat-Su will be the first goal for this task force with a draft agreement available for review by the board at the July AEEF meeting.*
- iii. *Frances will also be joining the Task Force*

8. New Business

a. AEEF Bylaws (Mike, Jerry, Maureen)

- i. *The task force will send the bylaws to Art Schwartz for his interpretation of whether the By-laws can be changed by the Board or if a vote by the membership is needed.*

b. Operations & Procedures manual

- i. *Angela is volunteering to lead the effort to develop an O&P Manual. This is a parallel effort to that ongoing by the ASPE board.*
- ii. *Officers are to provide draft role definition and duties documents for inclusion in the manual prior to the July AEEF teleconference. Officer's should also document general policies to be considered for inclusion as SOPs.*



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- iii. *Angela will provide the draft document for review in September for discussion at the October meeting.*
- c. **Pick/Click/Give (added by Steve)**
 - i. *Dave moves that we spend \$250 to enroll AEEF in the pick/click/give program. Second from Maureen, motion approved.*
 - ii. *Steve will fill out paperwork for Greg's signature.*
- d. **AEEF Budget**
 - i. *Proposed Budget is attached to the ED Report.*
 - ii. *Proposed budget will be amended to include the annual dues for the Foraker Group and for the Pick/Click/Give campaign.*
 - iii. *Motion to approve budget as modified made by Greg, second by Gerry, approved.*
- e. **Internal Audit of Exec D. efforts.**
 - i. *Steve has requested that the board perform an internal audit of the accounting. A task force will be created to review this*
 - ii. *Dave L, Steve, and Angela will work together on this task force.*
- f. **ASPE Scholarship account deficit.**
 - i. *The scholarship account is \$50 short this year.*
 - ii. *Greg explained that the contribution from the Non-PEPP component has reduced over the years. The two primary options are for the board to reduce the scholarship or to increase the contribution amount*
 - iii. *This is being deferred to the ASPE Board.*
- g. **Endowment Report from Forrest**
 - i. *Greg provided the annual endowment report from Forrest.*
 - ii. *In general the 2010 contributions totaled \$13,165 dollars, which is similar to previous years.*
 - iii. *Motion to accept report pending Forrest's signature made by Mike S., seconded by Greg, approved.*
 - iv. *The recommended scholarship amount, Maureen moved that the \$2,000 scholarships be continued, Frances seconded, approved.*
- h. **Permanent MathCounts coordinator role - Maureen.**
 - i. *This was discussed previously without resolution.*
 - ii. *The coordinator is appointed by the board, per the by laws*



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- iii. *LaQuita requested that she be allowed to discuss specific changes in the role/tenure of the state coordinator with the district coordinators prior to making changes in the current procedures.*
- iv.

9. Adjourn

Motion to adjourn by Greg, seconded by Gerry, adjourned 1:59 PM

Motion to a

**ASPE/NSPE Business (Greg)

ASPE Board reconvened 2:00 PM

1. Brad moved, frances seconds allowing angela to spen \$50 to fund the ASPE scholarship for 2011.
2. Discussion was opened on how to fund the shortfall for the ASPE scholarship in the future. The two primary options are to reduce the scholarship amount or to fund the additional amount.
 - a. It was decided that the board did not want to reduce the budget so the conversation turned to how to fund the
 - b. Dave moved to increase the ASPE scholarship to \$1,500 and to fund any shortfall from the current funding sources as needed. Frances seconded, approved.
3. LaQuita will talk with the current district coordinators about the state leadership and report back to the board.
4. A task force was created to review the AEEF budget with Dave L appointed as head of the task force.
5. Angela moved to adjourn, Gerry seconded, approved, 2:08 PM.