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ALASKA ENGINEERING
EDUCATION FOUNDATION

AEEF March Board Meeting Minutes

30 March 2013 Saturday

Location: Alaska Electric Light & Power Conference Room, 5601 Tongsgard Court, Juneau, AK

Time: 10:00 am to 5:00 pm

- 1) Meeting call to order
- 2) Roll Call (10:20am)
 - a) *Officers Present:*
 - i) *Steve Schrader*
 - ii) *John Pekar*
 - iii) *Gerry Brown*
 - iv) *Dan Whittliff*
 - v) *Kevin Ross*
 - vi) *Michael Dean*
 - vii) *Greg Latreille*
 - viii) *Brad Fristoe*
 - ix) *Maureen Hansen*
 - x) *Angela Smith*
 - xi) *Kyle Drapeaux*
 - b) *Officers Absent*
 - i) *LaQuita Chmeilowski (joining in afternoon)*
- 3) Approval of Agenda
 - a) NOTE: The Board Members to depart for the participation in Mathcount activities during this meeting, about noon. Time to be coordinated.
 - i) *Mathcounts to be coordinated.*
 - ii) *Add airline promotion to discussion to new business.*
 - b) *Motion to approve the agenda by Angela, 2nd by Gerry, passed.***
- 4) Approval of Meeting Minutes
 - a) January Board Meeting, 08 January 2013
 - i) *Motion to approve the January AEEF Meeting Minutes by Angela, 2nd by Gerry, passed.***
- 5) Executive Director's Report – S. Shrader
 - i) *See written report.*
 - ii) *Expenses compare to 2012 costs.*



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- iii) Mathcounts reports are based on August 1st to July 21st. (12 month period).*
- iv) Compare to 8 and 4 year averages.*
- v) Steve plans to drop the 8 year average*
 - (1) A running 5 year average should be more consistent.*
- vi) A total of 11 scholarships to be paid out this summer.*
- vii) E-week has awarded 8 scholarships this year.*
- viii) Morgan Stanley numbers might come up a little bit (only goes through end of February)*
- ix) Credit card*
 - (1) There were fraudulent charges and card has been cancelled.*
- x) There has been no activity on the Paypal account since December.*
- xi) PCG – received \$900 in October.*
 - (1) Annual expense is \$290.*
- xii) Only transferred \$1000 for this years budget.*
- xiii) Forraker group -\$100 cost/year – not seeing benefits from it*
 - (1) Paid through September*
 - (2) Good to have on AEEF resume?*
 - (a) It speaks to credibility for non-profit training.*
 - (3) We have time to evaluate to decide if keep it.*
- xiv) Bills and scholarships are current.*
- xv) Using Alaska executive e-mail.*
- xvi) Encouraging a replacement for next year*
- xvii) Steve encourages to take a look at the budget.*
- xviii) Frances' report notes that SPE state scholarship to same person*
 - (1) \$1500 to statewide scholarship.*
- xix) PCG – received double the cost without marketing.*
- xx) There was confusion on the Juneau scholarship check.*
 - (1) Darrell will send check to Steve.*
- xxi) Brad will send check for \$500 to Steve.*
- xxii) Mathcounts happens near end of fiscal year and income does not come in until after so the expenses span through years.*
- xxiii) Kevin will coordinate with Greg to update minutes on ASPE website.*



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- xxiv) Motion to accept Executive Director's report by Angela, 2nd by Brad, passed.**
- b) Discussion of AEEF Budget
- i) *Angela has potential person to fill Steve's position.*
 - (1) *Purchase laptop and backup hard drive for director position?*
 - (2) *It's a question of personal preference so we will wait to see who will be replacement and see what they would prefer.*
 - ii) *Transfer \$1500 from endowment.*
 - (1) *Will move as much as needed.*
 - iii) *Budget does not recognize \$2100 operating fund.*
 - iv) *Budget for operating fund.*
 - (1) *Steve will make moves to keep it going at his discretion.*
 - (2) *It's the one line item under discussion.*
 - (3) *Money earns more in the endowment.*
 - (4) *Keep current operating year expenses in balance?*
 - (a) *Show us real number \$426 profit (leftover).*
 - (5) Motion to reduce line # 5 item to \$1048 and approve revised budget by Angela, 2nd by John, passed.**
- c) Use of AEEF for Contribution Clearing House
- i) *Beth has been Anchorage coordinator*
 - (1) *Got \$1600 contribution from BP for Mathcounts.*
 - (2) *Will send money to Anchorage E-week.*
 - (3) *A portion of money (\$600?) sent to Steve won't count as tax reducible to BP.*
 - (a) *It is advised to consult with a CPA/tax person before moving the funds.*
 - ii) *Donor advised funds.*
 - (1) *Need committee for sponsoring organization.*
 - (2) *The scholarship chair should only work with AEEF to avoid technicalities.*
 - iii) *Scholarship money is coming into AEEF.*
 - iv) *There is a problem with E-week money coming into AEEF.*
 - v) *Need to come up with rationale for returning money to ASCE*
 - (1) *Not comfortable with legalities.*



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- vi) Motion for Steve or Gerry to consult a CPA regarding AEEF's role in the collection and distribution of funds from other organizations before May 31st by Greg, 2nd by Angela, passed.**
- vii) Lunch (12:18pm)**
- viii) Promote fundraising to parents for Mathcounts**
- 6) MATHCOUNTS Report –L. Chmielowski
 - a) See report sent through e-mail.
- 7) Scholarship Reports – F. Isgrigg
- 8) Task Force Reports
 - a) MATHCOUNTS Revitalization – G. Latreille
 - (1) Greg would like to resign from chair position.
 - (2) Mathcounts is dwindling due to lack of volunteers.
 - (a) Doug suggests hiring someone (retired engineer) to promote/recruit/gather volunteers.
 - (b) The major problem is awareness. We need to get information out to the schools
 - (c) Thinking \$10,000-15,000/year for position.
 - (i) Target specific regions
 - (d) Need to figure out to keep Mathcounts sustaining itself after providing seed money.
 - (3) Trish Smith manages Texas branch
 - (4) Dan offered to provide knowledge of people who are good with managing Mathcounts money.
 - (5) Gerry will take another look at getting an Alaska Airlines grant.
 - (6) We need to have a written business plan before contacting firms.
 - (7) Dan suggests setting up platinum-bronze tier sponsor system
 - (a) It's important to get a good fundraising.
 - (8) Fundraising letter should go to parents and coaches.
 - (9) Have all requests on one letter – splitting fundraising.
 - (a) Explain what their money has accomplished.
 - (10) Seed money?/grant?/ask firms?
 - (11) Balance budget and write business plan to present.
 - (12) **Motion that AEEF take over ASPE fundraising and form a Fundraising committee by Beth, 2nd by Kevin, passed.**
 - (a) Beth is willing to serve on the committee.



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- (13) *Need to address fundraising efforts for Mathcounts and scholarships.*
- (14) *Form committee within AEEF to focus on fundraising and create letter of the business plan.*
- (15) ***Motion to form a standing AEEF fundraising committee to take over fundraising for Mathcounts, endowment, and scholarships by Greg, Angela 2nd, passed.***
 - (a) *Committee members: Mike, Gerry, Doug, Chuck*
 - ii) *MATHCOUNTS coordinator for Juneau.*
 - iii) *State Coordinator Position*
 - b) *AEEF Scholarship Program Expansion – G. Brown*
- 9) *Old Business*
 - a) *Website – status update – G. Latreille*
 - i) *No changes.*
 - ii) *Officers need to be updated.*
 - iii) *Greg is point of contact.*
 - b) *Foraker Group Foundation – S. Shrader*
 - c) *Pick/Click/Give – S. Shrader*
 - i) *Need to publicize.*
 - d) *Website Updating – G. Latreille as POC*
 - e) *Gift for Doug Murray*
 - i) *Gerry will get night stay at hotel & dinner.*
- 10) *New Business*
 - a) *Holding of Scholarship funds: Chapter or State?*
 - i) *Darrell has written the check.*

Next AEEF Board Teleconference, 14 May 2013.

Adjourn (3:34pm)

Motion to adjourn by Greg, 2nd, Gerry, passed