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ALASKA ENGINEERING  
EDUCATION FOUNDATION

## AEEF October Board Meeting Minutes

06 October 2012

**Location:** BBFM Office Conference Room  
510 L Street Suite 200, Anchorage  
**Contact No:** 274-2236 (office) 980-2170 (G. Latreille cell)  
**Start time:** 9:45 am

- 1) Meeting call to order (9:58am)
- 2) Roll Call

*Officers Present:*

1. Gerry Brown
2. Michael Dean
3. Darrell Wetherall
4. Brian Dow
5. Kevin Ross
6. Angela Smith
7. Gregory Latreille
8. John Pekar

*Officers Not Present:*

1. Frances Isgrigg
2. Brad Fristoe
3. Maureen Hansen
4. Steve Shrader
5. LaQuita Chmielowski

- 3) Approval of Agenda
  - a) Motion to Approve Agenda by Greg, Angela 2<sup>nd</sup>, passed.
- 4) Approval of Meeting Minutes
  - a) September Teleconference Meeting
    - i) Motion to approve by Greg, Darrell 2<sup>nd</sup>, passed
- 5) Executive Director's Report – S. Shrader (Angela Smith)
  - a) See written report. Angela is reporting in Steve's absence. He has walked her through report.



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- b) *Note that Mathcount expenses lowest since 2006.*
  - c) *Steve suggests moving to a 5 yr moving average.*
    - i) *The idea received positive feedback and was approved.*
    - ii) *The Mathcounts 5 yr moving average will capture the change of paying for hotels.*
  - d) *Credit card for AEEF & EasyBiz account does not have the same Alaska Airlines mileage number – Angela is in the process to fix.*
  - e) *LaQuita ensures that her companion ticket will be used before expiration.*
  - f) *There has not been any activity on the Paypal account.*
  - g) *We are current with dues for the Foraker Group.*
  - h) *Page A2 - Liability not paid yet*
  - i) *Page A5 – 4yr is misrepresentation*
  - j) *Page A7 – Portfolio Values – Steve’s numbers are \$600 off from Forrest’s, but they do not typically match.*
  - k) *4 Funds need updated # of shares, Quicken Problem*
  - l) *Gerry will inform Alaska Airlines that he used incorrect address for grant letter*
  - m) *We will wait until Steve is part of the discussion to decide to use a P.O. Box for the AEEF address*
  - n) *Summary: Finances are good, have more money than previous year*
  - o) *Motion to approve Executive Director’s Report by Greg, Gerry 2<sup>nd</sup>, passed***
- 6) MATHCOUNTS Report –L. Chmielowski
- a) *LaQuita not present. Sent out report to Mike.*
  - b) *Winner still yet determined Comp. before March 31*
  - c) *Mathcounts location will be at UA Juneau.*
    - i) *Schools are starting to register.*
  - d) *Budget – there is still a trend of rising expenses*
    - i) *travel expenses just under \$20,000.*
    - ii) *\$32,400 total expense*
    - iii) *Lodging & Transportation costs eat up the most money*



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- e) *LaQuita should have a draft of coordinators handbook (descriptions of positions) at next meeting.*
  - f) *LaQuita forwarded draft budget to Mike.*
  - g) *Anchorage School district functionality is declining, resulting in less schools participating in Mathcounts.*
  - h) *We are still in need of a state coordinator.*
    - i) *It would help to have job description to show what things can be done remotely.*
    - ii) *Doug Murray is having a hard time being responsible for all things.*
  - i) *The issue will be pushed (need coord.) for next AEEF November teleconference. LaQuita will be given a heads up.*
  - j) Report accepted**
- 7) Scholarship Reports – F. Isgrigg
- a) *Francis not present. No report.*
  - b) *Still has passion for being scholarship state coordinator.*
    - i) *She has forwarded her position description.*
  - c) *The Anchorage area is in need of another scholarship coordinator (Laura Strand – this year, need new person to transition next year).*
  - d) *It's a good idea to not let someone occupy a position for more than 2-3 years unless they really like it - people tend to get burnt out.*
- 8) Task Force Reports
- a) MATHCOUNTS Revitalization – G. Latreille
    - (1) *No report.*
    - i) MATHCOUNTS coordinator for Juneau.
    - ii) Virtual competition
      - (1) *We will get more into once we see about Alaska Airlines Grant.*
      - (2) *Nevada Northern Chapter/California had virtual competition*
      - (3) *We need to research how other states do it (software/how to set-up).*
        - (a) *It is not necessarily high tech, we just need to contact those who are doing it.*



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- (4) *We will try not to keep rural students home unless we have to considering that a major incentive for Mathcounts is getting to travel.*
- (5) *Anchorage event coming in next week - "AK State Teacher Convention".*
  - (a) *LaQuita will create Mathcounts flyer for event, Geoforce (backed by oil and gas company) will rep flyer.*
- b) **AEEF Endowment Expansion – G. Brown**
  - (1) *No report.*
  - (2) *"AEEF Scholarship Program Expansion", will replace "Endowment Expansion".*
  - (3) *Agreed to put in place a legal agreement with separate organizations to cover whom scholarships go to.*
  - i) **Additional grants/endowments for MATHCOUNTS/Scholarships.**
    - (1) *Will not get grants for endowments.*
    - (2) *We need to find out what's available for STEM.*
    - (3) *Mike will look into additional resources for bringing in money.*
- 2) **Old Business**
  - a) **Website – status update – G. Latreille**
    - i) *No report.*
    - ii) *Greg administers ASPE website and Angie takes care of the AEEF website.*
    - iii) *Several things need to happen:*
      - (1) *Need to set up agreement so people understand where input comes from ex) scholarship chair adds scholarship stuff.*
      - (2) *3 funds for the endowment? Mathcounts, general, scholarship.*
      - (3) *Figure out where funds come from so people can allocate their funds.*
    - iv) *Once up and going, updates should come from one person.*
    - v) *Brian could possibly be website coordinator in future.*
  - b) **Grant to AlaskaAir Foundation for MATHCOUNTS – G. Brown**
    - i) *Gerry has submitted the letter.*



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- (1) *Gerry will resolve address confusion (Letter included Forrest's address instead of AEEF address).*
  - (2) *There is a 60-90 day timeline for the decision.*
  - (3) *Greg will inform Forrest about the address mix-up.*
- c) Foraker Group Foundation – S. Shrader
- i) *Item was included in Executive Director's Report.*
  - ii) *It was agreed that the Foraker Seminar was not good use of time.*
  - iii) *Laurie Wolf (VP of Foraker) called Greg about strategic planning. Do we know where our organization is going? We just have trouble getting there.*
    - (1) *She Recommended specific training, would be more \$...need to make sure it would be effective.*
  - iv) *Strategic planning not necessary-need to spend time on maintenance issues.*
  - v) *An AEEF strategic planning Task Force was developed, consisting of Gerry, Darrell, Kevin, and Mike. It will kick-off the beginning of Jan-March.*
- d) Pick/Click/Give – S. Shrader
- i) *No word yet for Year 2012*
    - (1) *Already covered.*
    - (2) *Greg will ensure working properly on website.*
- 3) New Business
- a) Training your Assistant/Replacement
    - i) *Intent of having two people for specialty positions. Person in position should find someone they can share with and the board can approve.*
      - (1) *Essential to have good position description that includes finding a replacement.*

Next Teleconference, 13 November 2012, noon

Next Board Meeting, 22-23 March 2013

*1) ASPE Western Pacific Region May 2013.*

Adjourn (1:02pm)