



Meeting of the Board of Directors

January 31, 2019

Location: STEM Action Center Conference Room

802 W Bannock, Suite 900, Boise, ID 83702

3:00pm – 4:00pm

Call-in Information: 1-877-820-7831 Passcode: 616175

Meeting Minutes

The meeting was called to order at 3:00pm

In Attendance were:

Dave Hill

Laurie Anderson

Angela Hemingway

Kaitlin Maguire

Joanna Madden

1. Additions to Agenda – Chair Requests
2. Approval of Minutes from Last Board Meeting: Laurie moved to accept the minutes, Dave seconded, all approved.
3. Action Items
 - a. Angela, Joanna and Kaitlin will review the board matrix again and develop objectives for expansion, identify prospective industry partners. These will be reviewed in March for further action on board development with identified prospects.
 - b. Annual meeting moved: Laurie moved to accept the new language of the annual meeting occurring by fiscal year-end, seconded by Dave. All were in favor. The by-laws document will be updated to reflect this change.
4. Committee Reports provided by a Board member who serves the respective committee:
 - a. Finance: A review of new funds received was given by Kaitlin and an overview of the INL agreement in development by Angela.
 - b. Resource Development: Joanna provided an overview of Salesforce for Non-Profits implementation and that now supports fundraising for the foundation.
 - c. Board Development Update: there was discussion on Todd Grande's vacated board position. He has left the board and how to get more assistance with the STEM AC BOD to fill



this position. There was discussion on industries that best fit our needs to look at as well.

- d. Executive Committee: There was discussion on the treasurer role moving forward until a new board member can be onboarded.
5. Board Training:
- a. There was discussion on new board member onboarding process to create a packet and best-practices examples. This will be a priority for STEM AC and STEM AC Foundation.
 - b. There was discussion on Annual Conflicts of Interest documents. The new process will be to renew for signing the updated version in time for the Annual Meeting by fiscal year end.
 - c. There was discussion about the document retention and destruction policy approval. The questions pending for follow-up at the next board meeting include: 1) Do we need to adjust the one on file to suit our needs? 2) Should we move the signing completion by next board meeting.
6. Generative Discussion: Board Support
- Fundraising: there was discussion on identifying potential partners, especially in eastern and northern regions far north, and east Idaho and other places that may reveal hidden supporters. Laurie is helping with this process.
 - Identifying potential Board and/or committee members – there will be a board matrix meeting in March for this purpose.
7. The next board meeting was proposed for March 11, 2019.
8. The meeting was adjourned at 3:45pm