



Board of Directors Meeting Minutes June 13, 2024 10:00 AM –12:00 PM

Location: College of Western Idaho, Aspen Classroom Building

Present: Anne-Marie Henning, Nick Aldinger, Laurie Anderson, Molly Dimick, Hayley Rambur, Meliah Anchustegui, Sarah Howard, Katie Bosch-Wilson, Stephanie Lee, Morgan Howard, Matthew Reiber

Meeting called to order at 10:01 by Laurie.

Previous Meeting's Minutes - Nick

Anne-Marie moved to approve the minutes from the last meeting, Nick Aldinger seconded, motion carried unanimously.

Treasurer's Report – Molly

- Current Budget as of June 11, 2024
 - Total Income: \$75,717
 - Net Income and Carryover: \$45,680
 - Total Paid to Center: \$30,037

The Foundation is currently transitioning to a new bank due to issues with Hillcrest bank, therefore no check has been written to the center since October 2023.

- Donor Highlights
 - \$5,000 pledge Boise Cascade
 - \$5,000 pledge Power Foundation

FY 25 Budget Planning

The strategy for buckets might change with the new director. Laurie asked if Idaho Gives was included in the total donations on the presentation graphs, and Sarah confirmed it was included as unrestricted funds. No checks have been written to the Center since October due to customer services and electronic transfer issues. Laurie asked if this caused strain, and Stephanie and Sarah said it hasn't caused major issues but funds from the Foundation would help. Molly proposed discussing the FY25 budget,

but Nick countered that it wouldn't be discussed during this meeting due to new data from Sarah. Nick also mentioned that meeting minutes will need to be finalized quickly to ensure Anne-Marie can be verified as the Financial Officer during the transition to the new bank. Sarah, as the fulltime Foundation Manager, has improved tracking of industry partners, foundation partners, and FY25 donation projections. She stated this will improve donor engagement efforts and annual donations. Sarah created a new FY25 Projection Workbook showing donor details and likelihoods. Nick praised Sarah's work, saying it exceeded expectations and will help set informed goals during discussions on the FY25 budget.

- Goals for FY25:
 - Healthy goal: \$197,000
 - Stretch goal: \$241,000

Sarah developed the goals for FY25 using historical data and the center's goals, assigning each funder a likelihood percentage and dollar value projection in the Workbook. Laurie asked if unsolicited donations are from community connections, and Sarah clarified they are donations she did not have to apply for. Amplifund will soon replace the hands-on tracking process. Laurie stated the spreadsheet effectively visualizes money flow and projections. Nick reiterated the foundation cannot ratify a budget today to missing FY24 tracking numbers, but Sarah's data will help develop informed goals. Nick urged the Board to develop an FY25 budget based on incoming and carry-over funds from FY24. Laurie requested the FY25 budget be ratified during the July meeting, and Molly saw no restrictions. Nick emphasized the importance of accurate numbers reflecting the foundation's positive direction and Laurie called for a historical note in the minutes to mark 2024/2025 as a transitional year.

- FY25 Next Steps - Sarah's Fundraising Plan
 - Strategies, events and campaigns, donor stewardship, etc.
 - Focus a lot more on prospecting with the local industry partners
 - Better grant review via quarter and month to be able to shift throughout the year as needed
 - Monitoring and evaluation of the numbers throughout the year

Executive Director Update - Matthew

- Program Update
 - i-STEM in full swing through June.
 - Externships throughout the summer
 - Science Fair professional development coming soon
 - Regional Science Fairs have ended.

Matthew reported on the regional science fairs, highlighting the positive impact of the awards ceremony at the Governor's office for the STEM AC. He also mentioned that the Center is preparing programs for the start of the 2024/2025 school year in August.

Matthew stated that the Center is focusing on proposals for the FY26 Budget, with requests needing to be submitted to the Department of Financial Management in August, which is fast approaching. He also mentioned that the Center is assessing its financial needs and how they align programmatically.

Matthew, who has been the interim since early April, noted discussions about a new director for the Center. He remarks that there have been many directorate changes within the State of Idaho including Health and Welfare, State Board of Education, Division of Financial Management that have occupied much of the Governor's time and while the STEM Action Center is no less important than the other agencies, these changes are taking longer than expected. Matthew states that this in between time is the perfect time to ask the questions of where the Center is strategically and whether a realignment is necessary. The Center's staff has met with Matthew about a possible realignment to a more strategic focus rather than a programmatic focus due to the lack of bandwidth available at the Center. Matthew states that the goal is to have a completed package before the board concerning strategic alignment by the July board meeting. Laurie asks for clarification on what to expect within the completed package and whether this will include changes in alignment and a director. She also asks if there can be visibility for both the Board and Center so that each entity is working in the same direction. Matthew clarifies that the package will include all proposals for the executive director, strategic/programmatic alignment, and the STEM Action Center's industry alignment. Nick addresses how important the transition is to the story of the Foundation and what it is accomplishing.

Current Business and Foundation Updates - Sarah

Sarah stated that donor development efforts will continue, and some grant funds awarded in FY24 might not be received until FY25. She is working on better tracking and future projections to which Nick adds that the foundation should only track received funds for each of budgetary tracking, projections, taxes, and future applications. Laurie asked if cash basis tracking should be in the policy and procedures, and Nick confirmed this approach is in fact in the bylaws. Laurie also asked for funds awarded during Idaho Gives, but Sarah said there isn't an accurate number due to a matching issue at Perpetua, which Hayley will help to resolve. Laurie inquired about STEM Designation clarification in the spreadsheet, and Sarah and Katie said it is somewhat clarified but left flexible for unexpected circumstances. Externship funding will shift back to the Center from the Workforce Development Council, which will affect reported funding numbers positively. The ISGC

grant of \$160,000 was not awarded, but Sarah will apply for a \$25,000 award the Center has previously received. Sarah shared a list of potential partnerships and requested board assistance with contacts. Laurie asked if Sarah needed contacts at Republic Services. Funding needs will be reassessed for FY25 while Sarah is transitioning to a new grant tracking system, Amplifund, and working on a donor calendar and sponsorship menu, which might need updates if there is a strategic shift. She and Morgan are focusing on relationship-based donor interactions rather than transactional ones, aiming to provide more opportunities for donor engagement beyond funding requests.

Communications Update - Morgan

IRES Awards at the Governor's office had a positive impact and provided coverage in local news outlets. Idaho Transportation Department generated some positive media for "Do the Math, Save a Life." Looking forward Morgan's focus will be on foundation events like STEM Matters Month and Idaho Gives to create a visual for the value of their impact throughout the year. Nick asked about Idaho Gives outcomes and Sarah stated that the matching has had some issues, but the outcome was very positive. Laurie stated there wasn't a platform that the board can access to view the documents in a live setting. Planning will commence on how to make the documents available to board members. Laurie asked for the list of those who donated so that the board can send thank you's. Sarah stated that Meliah did send out thank you's to the donors, but the board is welcome to send out more.

Board Update: Laurie

Laurie requests more representation within the board for North Idaho and Eastern Idaho. Katie will assist with making connections with individuals in North Idaho when she is at i-STEM. Laurie states that the foundation needs a Conflict-of-Interest form and calls Sarah to create a Conflict-of-Interest form for the board members to sign.

Board member terms and renewals: 4 of the 5 members are from region 3, therefore more diversity in regional representation is a goal the Board has.

Board Actions for FY25

Nick Aldinger moved to approve Laurie Anderson's Renewal as Board Chair until 2027, Anne-Marie seconded, motion carried unanimously.

Laurie Anderson moved to approve the Term Modification of Financial Officer Anne-Marie Henning, Nick Aldinger seconded, motion carried unanimously.

Nick Aldinger moved to approve the FY25 Slate of Officers, Hayley Rambur seconded, motion carried unanimously.

Anne-Marie moved to approve Alex Boca as a new Board Member, Laurie Anderson seconded, motion carried unanimously.

Upcoming Events:

- i-STEM through June
- ASRT Training June 24-27
- Externships throughout the summer
- Educator PBL Unit Design PD July 23-25
- Laurie was pitching for the science bowl during i-STEM CWI and that i-STEM provides a place to make connections about opportunities for educators in a period when they can consider the opportunities.

July 18th next meeting date review: Next meeting date has been moved to July 26th, 2024.

No Executive Session is needed.

Meeting adjourned at 11:44.