



Meeting of the STEM AC Foundation Board of Directors
June 28, 2018
STEM AC Conference Call

1. Call to Order: Dave Hill called the conference call meeting to order at 11:30am
2. Appointment of Foundation Director
 - Angela briefly outlined the challenges the STEM AC has encountered in putting in place a Foundation Director. It was determined by the procurement office that the FD had to be a FTE not a contractor. The best and only solution is to have one of the STEM AC FTE take on the position as a part-time “volunteer” position as an interim measure. Angela put forth her name as that FTE with the support of the future grant writer and Admin.
 - Dave commented that his was NOT an ideal situation and worried that the STEM AC and Foundation might lose ground with Angela taking on both. If this is a short term solution he is on board.
 - Angela assured everyone that they had exhausted all other solutions and that this was the only one that was allowed at this time. Angela looked to the Board for advice on whether the STEM AC should put in the FY20 budget for the new governor the request for a Foundation Director as a FTE or wait until next September. Advice was to make the request in the FY20 budget.
 - MOTION: Dave moved that the Foundation Board appoint Dr. Angela Hemingway as the temporary Foundation Director with her term ending on June 30, 2019.
 - ◆ Todd seconded the motion and the vote was unanimous.
 - ACTION: Angela to add the request for the Foundation Director to the FY20 budget.
3. Transition of Banking Duties
 - Todd gave brief explanation behind the need to transition the banking duties from him to someone in the STEM AC. Reasoning is that his schedule can slow down the process of depositing and then moving money from the Foundation to the STEM AC. He suggested that the best course of action should be to appoint Angela as -signatory and one other STEM AC staff member as a second.
 - Dave commented that it was good practice to have two signatories.
 - It was decided that Angela be put on the account as the primary -signatory and Angela would then appoint the new Fiscal Officer as the second.
 - Todd stated that the Bank would require a resolution in writing reflecting this decision and Dave asked him to please draft for his signature.
 - The Board voted to transition banking duties to Angela and the second signatory as the STEM AC Fiscal Officer.
 - ACTION: Todd will draft resolution and Board will sign. Once completed will send to STEM AC. Angela will take the resolution and the Fiscal Officer to ICON Bank in July to effect the transition.
4. Adjourned 11:52am
Approved by Laurie Anderson, Secretary, with above corrections: July 11, 2018

Laurie B. Anderson