



## Board of Directors Meeting Minutes

July 10, 2020

Location: by Zoom

11:00am – 12:00pm

In Attendance: David Hill, Laurie Anderson, Molly Prickett, Nick Aldinger, Angela Hemingway, Kaitlin Maguire, Sondra Chadd, Joanna Madden.

**The meeting was called to order at 11:02, held via Zoom.**

***Nick moved to approve the meeting minutes from the May 2020 Annual Meeting. Molly seconded the motion. All were in favor and the motion was approved.***

A report on the current business was provided by Joanna and Kaitlin. This included an overview of programs that impacted FY20 donations, grants, access for board members to resources in a Google drive, the document retention schedule and board expansion updates. A document retention schedule has been created and the document was reviewed. A note was made about the titles of the documents needing to remain consistent.

***Dave made a motion to approve the STEM AC Foundation document retention schedule. The motion was seconded by Nick. All were in favor and the motion was approved.***

A review of board candidate, Hayley Rambur was conducted. There was discussion on the benefits this candidate brings to the board. Most notably, rural Idaho is represented and she is a career STEM advocate. All board members agreed she represents many areas the BOD is interested in. Joanna will reach out to her.

***David made a motion to extend an invitation to Hayley Rambur to join the STEM Action Center Foundation Board. Laurie seconded the motion. All were in favor and the motion passed.***

An Executive Directors Report was provided by Angela Hemingway. An overview of FY2021 STEM AC budget planning and resulting program changes was given. Grant funding will be cut the most from the budget with the 5% reduction faced by STEM AC. Programs to be eliminated include PK12 and a STEM Leadership program. STEM School designation will be a focus, with industry support sought. Micron is helping with Idaho City's STEM School designation, for example. An update on "We are COVID-Ready" planning and contingency planning was also provided. Planning is in progress to understand which programs can go forward, what contingency planning needs to be in place and how we will inform donors to retain confidence. Programs are converting to online when possible. The planning is wrapping up so that we are well-prepared for grant writing and donor communications.

The Treasurer's Report was provided by Nick Aldinger.

- The financial report and budget was reviewed by the board.



- An audit and training update was provided by Kaitlin. She has reached out to multiple CPA firms. All supported the choice of Harris CPA based on the quote and past services performed.
- A review of the accounting procedure document was conducted. Nick Requested that the Board review this document in the coming weeks and approve it at or before the next board meeting. It needs to be approved in advance of an audit. Dave requested that it be reviewed and approved before the meeting. **Joanna will send a call for approval by e-mail in 2 weeks.**
- Nick discussed the Treasurer signer approval for bank transactions, which must be reflected in board meeting minutes as a board vote for approval to meet bank requirements.

***Molly moved that Nick Aldinger be approved as the signee on the bank account and that Maureen O'Toole and Todd Grande be removed as signers on the Foundation bank account. Laurie seconded the motion. All were in favor and the motion passed.***

Upcoming STEM AC Events were reviewed.

The next meeting date was scheduled for September 11, 2020 at 1:00pm.

**The meeting was adjourned 11:54am.**