



Meeting of the Board of Directors

July 17, 2019

Location: STEM Action Center Conference Room

802 W Bannock, Suite 900, Boise, ID 83702

11:00pm – 12:00pm

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

The meeting was called to order at 11:04am.

In attendance:

Laurie Anderson

Dave Hill

Angela Hemingway

Kaitlin Maguire

Joanna Madden

1. Approval of Minutes from Last Board Meeting (meetings were reviewed by Board Secretary within 5 working days of last Board Meeting) – Chair. The minutes were approved with the change of May date (rather than March).

2. Action Items were reviewed and discussed, including:

- One-page summary of what the funding raised was used for (inform donors)
 - Draft completed. Send the draft of this to Laurie, Dave and Angela
- Board outreach e-mail template (completed, provided to BOD).
- Steps for bringing board members on outlined, reviewed and agreed upon (completed, provided to BOD for review and approval)

New Action Items

- Committee charter review and approval:
 - Laurie suggested that the Board Development Charter should include the steps from the e-mail for the process for onboarding new board members. A combination of JM recommended steps (guidelines) to be more specific. These are to be sent out to board members to approve.
 - Send Audit Committee, Executive Committee, Board Development Charters w/ edits, Audit Committee to all BOD members for review and approval.
- Director job description review and approval: to be sent to Angela to review.
- Board member onboarding materials review:
 - Dave suggested adding the outreach materials to the packet.



- Dave and Laurie suggested adding how the foundation supports the STEM AC under the Mission Statement (pull from ED Job Description document)
3. Committee Reports provided by a Board member who serves the respective committee:
 - a. Finance: End of Year Report (Kaitlin): discussion around Benevity donations occurred. Joanna should let Laurie know when we upload some opportunities to attract employee support in the future.
 - b. Board Development Update: Potential candidates, recommendations, nominations.

Laurie nominated Molly Prickett and Nick Aldinger as board members for the Idaho STEM Action Center Foundation. Dave seconded the nomination and a motion was made to add these nominees to the board of directors. A vote was called for and the motion was passed to add these two nominees to the board of directors.

- These board members need to be onboarded before the next board members.
4. Board Training including new board member onboarding process was discussed. Laurie proposed that “Ambassadorship” is a good board training topic for the next board meeting.
 - Relevant materials to be reviewed before the next BOD meeting.
 5. Generative Discussion: Board Support
 - Fundraising: Identifying potential partners, especially in eastern and northern regions
 - Joanna to follow up again with Laurie’s Northern Idaho Aviation contact.
 6. The next meeting date is to be: September 19th, 11:00 – 12:00pm. A request was made to add the phone # into the invitation in the Location with relevant documents in the invitation going forward.

The meeting was adjourned at 11:56am.