



Board of Directors Meeting Minutes
July 25, 2023 11:00am – 12:30pm
Location: STEM AC Office and Zoom

Attendees: Laurie, Hayley, Anne-Marie, Nick, Molly, Dodd, Caty, Steph, Joanna, Marney, Francine, Elizabeth

Laurie called the meeting to order at 11:02am.

Approval of the Minutes: Molly requested a revision to May meeting minutes to include FY24 goal. Nick moved to approve the minutes as written. Added FY24 budget goal of \$282,000 to this meeting's minutes. The minutes from the previous meeting were unanimously approved.

Molly provided the treasurer's report. FY23 Total Income was \$621,319 with FY23 Program Expenses - \$611,960 and FY23 Net Income and Carryover - \$9,360. May and June donors were highlighted. For FY24, some updates are being made for financial reporting to match new strategy. Also working toward more automation and utilization of QuickBooks. Finance committee may be ready to present at the next meeting or following meeting. Form 990 – time to prepare FY23 Form 990 – plan to use Millington again. Also, time for the financial audit (done every 3 years). Any objections to using Harris? Harris has knowledge of our processes and systems. It was a significant cost last time (\$5,000). We should get a quote from a couple more agencies. Propose starting the audit process in the fall (November). The Quickbooks Issue was resolved in June.

Executive Director Update was provided by Caty.

- Caty presented draft staff org chart. Steph will move into an Operations Officer position and under her will be the Financial Officer and Foundation Officer. Katie Bosch-Willson moves into a STEM Ed Coordination Officer with the communications manager and a program manager reporting to her. Crispin has moved into the Communications Officer position and there will be a Program Manager to be hired. The data analyst position will be reclassified into an administrative position. There is a dotted line between Katie and Erica Compton, director of the EcosySTEM at Idaho Business for Education. Tony, Jonny and Asana – contracts will be renewed for one year. Their contracts are currently up in Fall 2023. There will be a new RFP released to have one firm cover all three of these roles. Update on New Foundation Manager: highest priority position to be hired. Caty and Steph have been working on getting a person hired. There has been red tape that had to be completed after July 1 and before the position can be posted. Ecosystem Update:
- The Ecosystem now exists as its own entity outside of STEM AC. They have a staff of 5 supported by STEM AC sponsorship. Hub coordinators have been hired and they are interviewing for a program coordinator position. A grants program will be launched this fall. Caty has been calling P3 grant recipients and sponsorship awardees to let them know of the shift of the programs to the EcosySTEM. Caty also explained the STEM AC vision change. Positive feedback received to the changes. EcosySTEM launch webinars are coming up in the next few weeks. Details are posted on the STEM AC website. Hayley shared a story of funding via the EcosySTEM for the ShoBan School.
- FY24 Programs Recap: Caty shared that we had record i-STEM registrations this year. Caty attended three of the i-STEM Institutes. A labor economist spoke at each of the institutes and educators received their presentations positively. Joanna shared a slide on the i-STEM 2023 success story including educator forecast of student impact. Externship program going on now with 86 educators



placed at Idaho employers. Caty making plans for employers to support externs in three years. In future years expect 60 externs.

Current Business and Foundation Updates was provided by Joanna, Marney, and Elizabeth. Marney reported on awarded, not awarded, awaiting notification and to-be-submitted proposals for a variety of programs and needs. Joanna provided FY24 Outreach Materials – online and printed versions are available. Transition Activities and Tracking update was provided by Joanna: regular transition meetings have been happening since May and there is a transition checklist of completed tasks.

Committee Updates

Committees and Assignments for FY24 was led by Laurie. Finance committee will have Nick, Molly, Anne-Marie. Outreach will be the responsibility of all board members

Governance Update: Laurie plans to do an Audit and update Idaho state nonprofit documents in this fiscal year.

BOD Development Opportunity: Idaho Nonprofit Conference in late August.

All Conflict of Interest forms were received from board members.

Board Recruitment Process: Laurie met with Rod Gramer at IBE to get more potential board member names. Hayley will help with board development.

Upcoming STEM AC Events were discussed and how to support.

Review of Next Meeting Date and Time: September 14 or 21, 2023 – The second Thursday comes quickly for the Finance Committee. Third Thursday works better for board members. The next board meeting will be Thursday, September 21, 2023.

Joanna thanked the STEM AC Foundation board for being able to work with the board. The board thanked Joanna, Marney and Elizabeth for their work on the STEM AC Foundation.

The meeting was adjourned at 12:30pm.