



Board of Directors Meeting Minutes
September 8, 2022 11:00am – 12:30pm
Location: STEM AC Office and Zoom (included in meeting invitation)

Attendees: Laurie, Nick, Molly, Joanna, Kaitlin, Marney, Angela, Hayley, Dodd

Absent: Dave, Elizabeth

Laurie called the meeting to order at 11:01am

Nick moved and Dodd seconded to approve the minutes from the previous meeting and were unanimously approved.

The Treasurer's Report was provided by Molly

a. Foundation Form 990

All documentation requests for the Form 990 preparation have been submitted to Millington & Co. and filing is expected to be on time. No extension required. Laurie thanked Molly for all her work on the Form 990.

The next audit for the Foundation will take place next year for FY24. Joanna welcomed suggestions for CPA firms to consider for the audit work.

b. Current Budget & Overview

The Foundation is off to a great start for FY23 with \$102,037 in income to date. There was a discussion about funding partners and P3s, and opportunities with Micron and INL in the upcoming year. The FY23 budget projection is \$1.2M income. It was noted that in FY22 many donations came in at the end of the fiscal year (June) and there were timing difference from the previous FY21 donations.

c. Fiscal Policies Update

STEM AC Foundation Fiscal Policies and Procedures were reviewed by the Board and the Financial Officer at STEM AC. Updates were made to enhance processes best practices and board members reviewed. Dodd moved to adopt the updates and Hayley seconded. The update was approved unanimously.

Executive Director Update

a. Tenure timeline

Kaitlin's last day is September 23. No update on Executive Director replacement, position is open.

STEM AC Staff update: a temp has been hired for a one-year, full-time contract to support financial duties for STEM AC and Foundation; will enhance separation of duties and support finance. Sondra is still the contact person for Nick and Molly.

b. Succession planning process and updates



Kaitlin has put together a detailed document to pass along to the new Director. Joanna and Kaitlin are working on Foundation documentation and succession planning.

c. Interim period planning

An Interim Director is possible for the Center and Foundation and the individual would be appointed by the State. STEM AC Board member, Ed Atienza, may step in for support and decision-making if there is an interim director appointed.

Kaitlin thanked everyone for their work together, and to Joanna and Agnew Beck.

Current Business and Foundation Updates

Grants Update & Recent Awards - Marney

NSF CS for All grant was awarded in partnership with AIR; six new grant proposals have been submitted and we're awaiting notification.

Donor Development - Joanna

Joanna is preparing for Giving Tuesday and the year-end campaign.

Partnership engagement and outreach materials are under development with consideration for suggestions from communications audit, including social media strategies.

Hour of Code event takes place during the first week in December during CS Education Week, and Board member volunteer opportunities are available to assist at schools.

Code.org is a great resource for anyone considering Hour of Code volunteering.

Committee Updates

Development – Laurie

Nomination for a new board member, Anne-Marie Henning, a CPA with expertise in nonprofit financials and compliance, and a passionate advocate for STEM.

Joanna commented on the importance of expertise in finances, best practices and compliance as the Foundation grows.

Angela motioned and Nick seconded. Anne-Marie was unanimously nominated to the Foundation Board.

Efforts will continue to recruit Board members from north Idaho to engage with STEM AC Foundation

Outreach – Kaitlin

Board members were encouraged to engage in outreach for Hour of Code event.

Governance Process – Laurie



Annual checklist - 990 is on track with no extension expected

Idaho Nonprofit Center Attendance Highlights – Laurie

Laurie said it was the best virtual conf she’s been to. Ten things every Board member should know, slides are available and will be put up for all to access.

Joanna said the conference was super valuable. Accounting best practices workshop stood out.

Upcoming STEM AC Events – Attend/Support

Event	Date
INDEEDS Award at ITC Gala (Boise Centre)	October 2022
Computer Science Education Week / Hour of Code	December 5-11
STEM Matters Month	February
Idaho Science & Engineering Fairs	February/March 2023
Idaho Exhibition of Ideas (IDX) 2023	April 2023
EcosySTEM Convening 2023 (Southeast Idaho Location)	May 2023

Joanna added the Kids Discovery Expo on November 12, 2022.

Next Meeting Date and Time: November 10, 11am - 12:30pm

The Board thanked Kaitlin for her work.

The meeting was adjourned at 12:11pm.

Executive Session (BOD Only)