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**Meeting Minutes of the STEM Action Center Board of Directors**

**September 25, 2018**

**802 W. Bannock, Suite 900, Boise, ID 83702**

**2:00 p.m. – 3:00 p.m.**

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

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1. Call Meeting to Order: Dave Hill called the meeting to order at 2:02pm.
  - a. Introductions were made with board members on the conference line and staff in the office. Todd asked that we use a different email address so he can access docs when on the road. Cory will add.
2. Requests for Additions to the Agenda:
  - a. Angela updated the agenda to include the completed job descriptions and roles for Kaitlin and Joanna.
3. Approval of Minutes from Last Board Meeting
  - a. Minutes were unanimously approved with no edits
4. Action Items
  - a. Foundation bank was transferred to Angela and Sondra in July. This will make for a faster turn-around on funds deposited into the Foundation and transferred to the STEM AC. Sondra responsible for tracking all funds. Dave asked that the Financials be a regular reporting item on the meeting agenda going forward. Kaitlin provided a record of funding for the FY18 and FY19 year as income and expenditures transferred from the Foundation into the STEM Education Fund/STEM AC.
5. Reports:
  - a. Foundation Fundraising and Grant Writing Contract: introductions, overview of roles and responsibilities. Angela reported that after putting out an RFP for STEM AC Fundraiser and Grant Writer Agnew Beck won the bid. As a result we entered into a contract and now have Joanna Madden working on the fundraising piece and Kaitlin Maguire will be researching and writing grants. This arrangement could remain in place as long as 5 years. The expectation is that with this support we will be able to meet our fundraising and grant goals set by the legislature.
  - b. Grant activity and other fundraising activities: Angela reported that the roles and job descriptions for Kaitlin and Joanna have been completed and are available if the Board would like to review. Todd mentioned that we need to utilize Chambers of Commerce and meet with them.
    - Kaitlin provide a Grants update: She reported that we received a \$50K grant from the Laura Moore Cunningham Foundation. Twenty-Five Thousand is for registration costs for 5 FIRST Robotics teams in rural communities. Kaitlin is conducting research on grants that would be appropriate for the center and



foundation. She has met with program directors to determine their needs and search for grants that could meet those needs. She asked that the Board let her know of any grants or partnerships they hear about so she can research and apply or contact. Laurie asked if we are only looking at targeted grants like the LMC grant or do we apply to generic grants. Kaitlin clarified that we are looking for grants to support current programs. We are not at this time applying to new grants away from current programs because of the additional work that goes with tracking a grant.

- Joanna reported that she is rapidly getting up to speed on STEM, our programs, assessing current donors to develop a fundraising plan. She is researching and vetting CMR (Customer-managed Relationship) systems to track donations, donors and cultivation of potential donors. Looking at how to diversify our industry partners. ACTION: Help from Board to help identify potential industry partners that are mission aligned. Joanna is reviewing donor acknowledgement procedures to improve the donors experience with the Center. Laurie commented that foundations like the LCM appreciate receiving pictures of their name prominently displayed at events. Email the thank you with the pictures. Joanna will be follow up with funders identified by Kaitlin as invitation only grants.
- c. Public Private Partnership (P3) Event: Joanna reported Dutch Bros annual Buck 4 Kids event will benefit the Reuseum Educational in partnership with the Center. For every cup of coffee purchased on Sept 29<sup>th</sup> \$1 will be donated by Dutch Bros and .50 cents will be matched by the Action Center. Late October the First Lady Otter will participate in the check presentation event. She reported that there has been lots of PR around this event on social media, radio. Angela reported that last year \$23K was donated to Reuseum to allow free STEM camps for eligible kids.
- d. Board Development:
  - Joanna is assisting with Board Development. She commented that she did not know what the targeted number for board membership is but certainly does need to be expanded and diversified. Looking to the current Board to help identify and recruit new board members.
  - Angela commented that the vision for this board is to help connect the Center with people to raise money. The Utah center has 16 board members who raise money and make connections to grant opportunities and industry support. Good model for our board. A matrix for board needs has been created...looks like a “bingo” chart. Will share with the board.
  - Dave commented that the current board was intended to be the start up board. The STEM AC Board is largely governmental and not fundraising board like the foundation board. We need to start replacing the Foundation board with people who can help with fundraising. ACTION: send to the board the “bingo” sheet and bring potential names to the next board meeting.



- Todd commented that we need to identify the deep pockets across the state, corporate donations. VP's and up at corporations. Dream board would have deep pockets and influence then ask colleagues to join as well. Additionally use legislative connections and people who participate in the Governor's Cup golf tourney. Look at the CEO level and ask for help from legislators to help with connections.
  - Laurie mentioned the Philanthropy NW Conference. She will be attending along with Dee and will help to identify CEO's who are attending.
- e. Financial Overview:
- Kaitlin reviewed the FY18/19 with the board. She reported that there was \$23K in the foundation bank at the end of June. After the bank transition was completed moved all but \$2K into the Center acct. FY19 have received funds from INL and the LCM grant and was able to deposit the funds more quickly to the STEM AC to administer.
  - We will be filing our first 990 report in mid-November. We received a grant from Harris CPA for free assistance with the 990 process. They will train Sondra and Joanna on how to file going forward.
  - Angela added that FY18 we had nearly \$200K in the foundation and in FY19 we already have \$140K to date. We will have a good story for JFAC in the first of the year.
  - Laurie clarified that Micron money goes to the Center not the Foundation. Angela added that 85% of donors do donate to the Center because of the double benefit. Some companies like INL can only give to a 501C3.
6. Board Training:
- a. Angela reported that as the Board grows, we recognize there will be a need for a board training plan.
7. Generative Discussion:
- How can the Board help the organization? By growing board capacity. Will review the "bingo" doc to help identify potential board members. Bring names to the next meeting. We will then vet names and beginning contacting them in the first of the year. Dave added that we need to identify one or two people who are passionate about STEM. Laurie offered to help with the list of names from people she connected with at the Governor's summit. She mentioned Bayer and their local support of STEM in communities. Todd commented on the idea of "rational self-interest" like companies in support of STEM education to provide skilled employees.
  - Angela included that Fundraising includes grant opportunities, sponsorships and partnerships. We are better able to "market" our programs with strong supporting data.
8. Set Next Meeting Date and Time
- Decided to meet in November. Cory will send out a Doodle poll to set the date and time. In the week after Thanksgiving.
9. Meeting Adjourned by Dave Hill at 2:46pm