



Board of Directors Meeting Minutes  
November 16, 2023, 11:00am – 12:30pm  
Location: STEM AC Office and Zoom

Meeting Attendees: Nick, Anne-Marie, Molly, Sarah, Stephanie Lee, Laurie, Caty, Katie, Hayley

**Call to Order:** Nick called the meeting to order at 11:04 AM.

**Approval of Past Minutes:** Anne-Marie made a motion to approve the past minutes. Molly seconded the motion. All were in favor.

**Reiterate Mission:** Nick reiterated the mission of the STEM AC, which is to raise funds and support STEM education in Idaho.

Welcome Sarah to her new position as Foundation and Development Manager.

**Treasurer's Report:** Molly presented. There was a \$6,000 difference from what was sent out in the morning report. Total income for the year is \$23,784, with \$6,000 coming from Perpetua Resources. October was a low month for income. Working on finalizing some paperwork to allow for electronic deposits. Also looking at a new way of presenting the income received via buckets that were created to match the new strategy. Monthly average still looking across years, but also give some context. The 990 was submitted on time.

**Bylaws & Policies Review:** Nick reviewed the proposed changes to the bylaws and fiscal policies. A week ago, a redline copy was sent out with the proposed changes, which would then lead to the fiscal policy revisions for less frequent by-law revisions. No proposed edits were received. Nick moved to approve the bylaws and fiscal policies as presented. Anne-Marie seconded the motion. The motion passed unanimously. Need to have changes made to the master document and dated today's date. The fiscal policy revisions would allow for an electronic deposit process. There is one bylaw (need #) there is confusion that the CEO jurisdiction, Maureen O'Toole is being asked as to what the CEO jurisdiction means. Will have an update for next meeting. Thanks to everyone for their time on this.

**Director Update:** Caty reported. Welcome Sarah to staff as Foundation and Development Manager. She has hit the ground running and is working with funders and community partners. Sarah is working on end of year giving and is moving forward working with team to get that in place.

**Staffing update:** Stephanie Lee is officially the new Operations Officer for STEM AC. The leadership team is now fully in place. The one remaining position to hire for is Financial Technician, Specialist. Financial support and administrative support that comes to the team.

Idaho STEM Education Strategic Plan, moving to STEM AC from OSBE. Expired in 2018, and STEM AC is revamping it to make it relevant to current reality. Kick off the plan meeting of the Center's Board. What role does the Foundation Board want to play in the STEM Education Strategic Plan? Would like to



be involved. Donor development and relations. Work with Laurie to find a good time for the Foundation Board. Some would like folks to be working with the Center Board and not in parallel.

ITC Gala, STEM AC had a moment on the stage. Micron Foundation was the presenting sponsor this year. Sponsors able to join our tables.

Brought on a temp employee Alayna Utt to support i-STEM.

**Grants** (see slides): Bayer fund: need an invitation to apply. Lam Foundation is a good learning blade opportunity. INL has its k-12, we were denied Whittenberger and US Bank. Idaho Community Foundation focused on other priorities (hunger and homelessness). Whittenberger would like us to have smaller asked and have smaller items that can be broken down.

**Donor Development:** Tech CU partnering conversations started. STEM AC starting process of exploring strategies around donor development. Energy right now being spent on end of year giving and giving Tuesday. Has gotten on more volunteer platforms to support industry partners for a variety of things. Sponsor packages for buckets are going to be created, so we can properly speak to funders properly. Financial committee would love to have a meeting to discuss forecasting and budgeting aspects. With a better understanding will allow for the committee to know if they are "hitting the mark." Donor profiles for budgeting and forecasting. STEM AC will schedule meeting.

Board Updates will be provided via email.

**Upcoming STEM AC events:**

- CS Ed Week December 4-10, please encourage folks to sign up. Like comments and repost.
- End of year giving campaign.

Succession planning, Foundation Board to keep in the mind reach out to Laurie.

Next Meeting January 18th, 2024.

No Executive Session is needed.

11:53 meeting adjourned.