

## **Foundation Board of Directors Meeting**

Abraham Lincoln Hotel and Conference Center

Springfield, Illinois

June 16, 2015

**Present:** H. F. (Bill) Williamson, Chair (UIUC); Mike Pledge, Vice Chair(WIU); Janice Nobbe (LLCC), Treasurer; Bob Radtke (SIU-C); Janet Cook (ISU); John Engstrom (NIU); John Jennetten (SIU-E); Fred Barber (SWIC); Alice Medenwald (NEIU); Ken Gunji (Parkland); Frances Holbrook; Betty Rigsby; Marsha Borders; Jon Jennetten; Marilyn Satterwhite, and Jennifer Klein. Linda Brookhart (SUAA Executive Director) was present for part of the meeting.

### **I. Call to Order, Introductions, and Acceptance of 10/29/14 Meeting Minutes**

The annual meeting of the SUAA Foundation Board of Directors was called to order at 10:30am by Foundation Chair H.F. (Bill) Williamson. Attendees introduced themselves. The minutes for the October 29, 2014, meeting were reviewed and a motion to approve (Barber, Radtke) was passed.

### **II. Treasurer's Report**

Treasurer Nobbe distributed Statements of Activities dated Dec. 31, 2013, Dec. 31 2014 and April 30, 2015. The auditor told us that income needed to be recorded when it was deposited in a Foundation account rather than when it was received by the SUAA office so adjustments had been made in the records and balances for 2013 and 2014. Similarly, interest on deposits is recorded in the year it was earned rather than when the CD or account matured. Accordingly, adjustments have been made in the records and balances for 2013 and 2014. A motion to accept the Treasurer's Report (Pledge, Barber) was approved.

### **III. Action Items**

**A Election of Chair and Members-at-Large for Executive Committee.** The chair of the Nominating Committee, Michael Pledge, reported that its nominees were H. F. Williamson, Chair, and Jan Cook and Fred Barber, Members-at-Large. No additional nominees were presented. A motion to approve these nominees passed unanimously.

**B. Review of Audit Report.** The Foundation had been audited in late 2014. Copies of the report from the auditor were available to members of the Executive Committee. Nobbe noted that the report had been positive and that it would be a valuable tool for her as Treasurer.

**C. Review of Proposed Amendments to the Bylaws.** Williamson presented the three amendments to the Foundation's Bylaws. They had been mailed to the Chapter Presidents at least two weeks prior to the meeting as specified in Article XI regarding amendments. The amendments were:

1. To establish an audit time-line of every three years rather than every year. A motion to approve (Engstrom, Cook) passed unanimously.
- 2: To delete the membership of the SUAA Past-President on the Foundation Executive Committee and add a sixth Member-at-Large to be elected in the odd-numbered years. A motion to approve (Barber, Cook) passed unanimously.

3: To change the process by which additional nominees are made for the positions of Chair, Vice Chair, and Members-at-Large. After the nominating committee has presented its slate, the Chapter Presidents may submit additional names at least two weeks prior to the Annual Meeting. A motion to approve (Barber, Engstrom) passed unanimously.

**IV. Report from the Executive Director.** Linda Brookhart expressed a concern that the members are not aware of what the Foundation is doing. One response was that this was expected to change once the emergency assistance program was in place. She suggested that we might also help support the new computer system for the State Office and perhaps support an intern who could do research on educational programs and issues facing our members. She also discussed the ways in which we could obtain donations. She noted that it is not possible to include donations to the Foundation as part of the deduction for those on SURS deduction since the amount deducted must be the same for everyone in a given chapter as is the case currently for membership dues. Until recently, though, there had been a line on the membership form for donations to the Foundation. She announced that she had decided to convert that line to a request for donations to the SUAA Legal Fund.

**V. Review of Proposal for Procedures to Provide Emergency Assistance to SUAA Members.** Barber presented the revised documents for the program. These included (1) the Application Form and (2) the Instructions for the Application along with (3) a description of how the program would be administered. He polled the Directors on what we agreed would be an appropriate maximums for an individual grant and the total annual expenditure on the grants. The polling yielded \$1500 and \$20,000, respectively, for these expenditures. A motion to approve these limits (Medenwald, Radtke) was approved.

**VI. Review of Foundation Section of SUAA Website.** Williamson briefly discussed the items which needed to be revised on the web site.

**V. Adjournment:** Williamson adjourned the meeting at 11:50am.