

## SUAA Fall Foundation Meeting

Committee/Meeting Name	SUAA Fall Foundation Meeting				
Date	10/24/17	Starting Time	9:00 AM	Ending Time	9:55 AM
Location	ISU Alumni Center	Chairperson	J. Cook	Recorder	Cindy Walters
Present	Jan Cook, Janice Nobbe, Alice Medenwald, Jerry Lewis, Nobby Emmanuel, Gary Davis, Judy Brown, Joseph Grush, John Engstrom, Fred Barber, HF Williamson, Colleen Rock Ellis, Marie Dawson, Cindy Walters, Barbara Hartmen, Deborah Haliczzer, Robert Rich				

### Discussion, Information

The meeting was called to order by Jan Cook

- Jan acknowledged Cindy Walters as the secretary for this meeting.
- Jan expressed the need for a Vice-Chair – Alice Medenwald said she would
  - HF Williamson motioned – Nobby Emmanuel second the motion.
- Nobby Emmanuel motioned to send Bob Laursen best wishes on his health.

Chair's Report

- Jan discussed the new website
- It is now up and they should be able to start accepting donations
- They are also reactivating the Emergency Assistance Fund.
- She also expanded the description of the foundation, which they will use on the website.
- The group discussed how to make the foundation useful and visible.
  - They would like to look at how campuses work with SUAA survivors

Approval of meeting minutes from June 20, 2017

- Motion to approve – Jerry Lewis; second – HF Williamson
- Minutes were approved unanimously
- HF Williamson wanted to thank the previous secretary for these minutes.

Treasurer's Report

- Janice Nobbe presented the treasurer's report
- This report encompasses activities from 01/01/17 – 09/30/17
- There is an audit scheduled for 2016 records
  - She will be contacting the previous accounting firm used for audit to complete the current audit
- Janice took the money from the savings account and transferred to a money market account to accrue a better return.
- Janice described a problem where the Foundation was not receiving funds when a donation is combined with SUAA dues
  - Usually on the same check

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### Discussion, Information

- The Foundation has not received monies from SUAA since May 2016 (\$1100.00)
- This issue has since been resolved and the Foundation should receive the money soon.
- She is working with SUAA on developing procedures for this
- The Foundation will be changing banks to match the one that SUAA action and legal fund use.
  - This will make the transfer of funds much easier
  - Fred Barber would like a motion to change banks – John Engstrom second – the vote was unanimous
- Jan Cook would like to reinstate sending letters to those who donate
  - Janice will need approval to spend money on envelopes and stamps – she would need \$25.00
  - Fred Barber motioned to authorize the treasurer to spend no more than \$25.00 on stamps and envelopes – John Engstrom second
- John Engstrom would like to show the auditors the transfer of money to the legal fund.

### Consideration of Foundation By-Laws Revisions still pending

- Jan Cook discussed the revisions to the Foundation by laws from June
  - Article II Section 4 will be deleted – “Assistance to the SUAA State Office”
  - Article IV Section D – Will delete the rule that states the secretary will be appointed for 2 years.
  - Article IV Section E – Will delete the wording “... with the approval of the President of the SUAA”

### Consideration of 2017 Contract with SUAA State Office for activities on behalf of the Foundation

- Jan explained that the SUAA state office handles many of the Foundation functions
  - They handle all of the correspondence, deposits, maintain the website, and produce brochures, set up luncheons as well as doing the physical and office work.
- They do all of this for \$3000.00 per year
- Alice would like for Janice to clarify the check process
  - Jan explained they are trying to find a better way to handle the donation process
  - They would like to make it the same way as the legal fund.
- AF Williamson is concerned about how long it takes to update the website
  - There is Linda Brookhart and three others in the office and they update the website when they can.
- Jan provided the previous contract as well as the new one.
- Fred Barber believes this is a bargain at \$3000.00; Jan agrees
- Fred Barber motioned to approve the contract – John Engstrom second
- Alice Medenwald would like to know what is meant by housing and related costs
  - Jan Cook advised that is where the physical records are kept.
- John Engstrom wanted to know if we could download our membership from the website
  - Linda Brookhart replied that they should call the office for that.
- Jan called for a vote to approve the 2017 contract

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- All voted yea
- Janice Nobbe called for the motion to vote approve the 2018 contract
  - Alice Medenwald second the motion
  - All voted yea

Jerry Lewis will step in for Bob Radke on the Committee to Review Emergency Applications

### Consideration of other ways to publicize the Foundation

- Jan Cook was looking for suggestions
- Linda Brookhart suggested putting something in the SUAA newsletter
  - She also suggested writing their own newsletter like SUAA Action which can also be on the website
- Janice Nobbe believes the Foundation is missing those who have their dues taken out through SURS.
- Linda Brookhart thinks that a general mailing would be helpful as well.
- Jan Cook suggested emailing out a newsletter
  - Linda Brookhart believes they should email and mail out the newsletter for those who do not have an email address.
- Fred Barber believes we should promote the Foundation online
- Nobby Emmanuel would like for the members to make a suggestion to chapter presidents to help promote the Foundation
- Alice Medenwald would like to do one initiative per year like the Social Security Windfall luncheon
- Jan Cook wanted to know if the Foundation can have 15 minutes of the June meeting to talk
  - Linda agreed, and would like Jan to let her know if they will need time in June.
- HF Williamson would like all future communications to include the Foundation

### Report from the SUAA Executive Director

- Linda Brookhart reported that they are still working on the new database.
  - There have been some problems but they are working through it.
- SUAA can help the Foundation publicize but they need to come to them first

### New Business

- HF Williamson would like to put a list of donors and memorials on the website
  - Jan Cook would like to put in an opt out in case some donors want to remain anonymous.
- HF Williamson would like to know if they were given the letter submitted from the beneficiary of emergency assistance.
  - Fred Barber said it was in the previous minutes.

The meeting was adjourned at 10:00 AM

Minutes respectfully submitted by Cindy Walters, Acting Secretary