

Alpha Psi Education, Scholarship & Leadership Foundation
Meeting of the Board of Directors and Annual Meeting of the Foundation
SATURDAY, January 30, 2021 10am to 4pm

Alpha Psi Foundation Zoom Meeting
Time: Jan 30, 2021 10:00 AM Pacific Time (US and Canada)
Join Zoom Meeting

<https://us02web.zoom.us/j/84081799707?pwd=K1hwVjg1L0d4KzN6Z2FhRnVZNHErUT09>
Meeting ID: 840 8179 9707 Passcode: 189346

AGENDA

Expected to attend:

Directors: Sonny Bains, Logan Brodnansky, Larry Gorham, Annie Ho, An Chun Kwan, Michelle Ito, Ed Larimer, Nam Nguyen, Ralph Saroyan, Chintan Shah, Jack Schlegel and Kristen Ward.

Board Liaisons: Duane Isetti, CFOSJ Liaison

Committee Chairperson: Lanni Lam,

Guest—WCC Andy Ly

Absent—Jon Van Boening Dignity Health Liaison

1. Call to order. (Larimer)
 - A. Establishment of a quorum.
 - B. Introductions and Opening remarks—Welcome new Director Michelle Ito and Lanni Lam, Newsletter editor.
Thanks to all Board members for their commitment to the Board and schedule for the day.
2. Approval of minutes of Jan. 10, 2021 Teleconference Board Meeting.
(Kwan – see attached)

Board action requested: Motion by _____, second by _____ to approve the minutes of the January 10, 2021 Teleconference Board Meeting.

3. Special Presentation by WCC Andy Ly
4. Financial Report. (Gorham – attachments to be provided by Gorham)
CFO Gorham will lead the Board in a discussion of the 2020 year-end Financial Report including (actual vs. budgeted income and expenses) and 2020 year-end reports on invested funds. The Board is encouraged to ask questions and satisfy themselves that they have a good understanding of the financial health of the Foundation prior to engaging in the strategic planning discussion to follow. Action will be taken regarding the 2021 budget following the strategic planning discussion and decisions made during this discussion.

Board action requested: Motion by _____, second by _____ to accept the 2020 year-end financial reports.

Gorham (see attachment) will review our investment relationship with CFOSJ. The Finance Committee recommends continuing our investment relationship with CFOSJ and the Bank of Stockton in the Growth Option.

Board Action requested: Motion by _____, second by _____ to approve the Recommendation of the Finance Committee to continue our investment relationship with CFOSJ and the Bank of Stockton and invest in the Growth Option.

5. Annual Approval of the Board's Conflict of Interest Policy and Signing of this Policy Statement by each Board Member. (Kwan – See attached)
The Internal Revenue Service requires that each year the Board affirm a Conflict-of-Interest Policy and that it be signed by each Board member. Due to COVID-19, in lieu of signatures, each board member will agree by raising their hand. If a conflict, board member will inform the board and it will be recorded in the minutes.

Board action requested: Motion by _____, second by _____ to reaffirm the Board's Conflict of Interest Policy and require that each Director agree to this statement by raising their hand during the video conference. Any conflicts will be recorded in the minutes.

6. For new and current directors, the Board voted in 2017 that Directors should not recommend candidates nor write letters of recommendation for any Foundation Scholarship and Award. This information is on the appropriate documents provided to people interested in seeking Foundation scholarships and awards.

This is informational only and no vote required.

7. Updating the Strategic Plan. (Larimer – see attached Strategic Plan, notes of various committee meetings, and other related planning documents)

Strategic planning will be the major focus of this meeting. Because the past year's planning discussion have been very productive, we will follow the same approach this year. In advance of this discussion, please read the document that presents the strategic planning philosophy and plan update model used by the Foundation since its inception. This will provide the context necessary to keep everyone on the same page as to what we are working to achieve because of today's updating of the three-year strategic plan.

To prepare for this discussion, all committees and subcommittees were asked to meet prior to this planning session, consider the charge to the committee, and then brainstorm ideas about what activities the committee might take during the next 1 to 3 years to implement the charge. With this as background, our discussion will proceed using the following 5 step process (A through D).

A. Discussion of committee work

Each committee chair will report on the outcome of the committee's brainstorming. This will be followed by Board discussion and preliminary decisions regarding the priorities and activities for that committee.

Some committees may not report due to the nature of their charge, but all committees are listed.

1. Scholarship Awards Committee (Shah)
2. Fundraising Committee (Nguyen) (Fundraising power point presentation attached)
3. Contributions & Fundraising (Kwan)
 - a. Super Bowl Raffle Task Force (2020 action plan attached)
 - b. 209Give
4. Stewardship Subcommittee (Nguyen)
 - a. Donor Outstanding Balance Summary
5. Leadership Development Committee (Bains)
 - a. Current 5-yr strategic plan attached
6. New Graduates Development Subcommittee
May 12th reserved at Stockton Country Club
7. Newsletter Subcommittee (Lam)
8. Video Production Subcommittee
Due to COVID-19, no video in 2020. Until students are back in person at the school, a productive video is challenging so a Port City Marketing video proposal is attached for consideration.
9. Website Manager (Lee)
10. Fundraising Task Force

B. Finalize programs and activities for 2021

Review decisions made throughout the discussions and finalize action approved for each committee's work.

NOTE: Within 25 days following this BOD meeting, each committee will finalize its 2021 Action Plan, work with the CFO to determine budgetary needs and submit their Action Plans to the President to distribute to the Board. No formal Board action is required by the Board during the planning discussion

C. Update the APES&LF 3-Year Strategic Plan based upon the preceding discussions. See marked up Strategic Plan with proposed changes highlighted. Discuss and modify as appropriate. Final revised Strategic Plan will be approved during the April 11th Board Meeting.

D. Preliminary draft 2021 budget

Review the financial impact of decisions made in "B" to provide any adjustments. The final proposed budget will be voted during the April 11th meeting. Please submit a committee budget request to CFO Larry by February 25th.

10. Appointment of the 2021 Nomination Committee (Larimer)

President Larimer will ask the following people to serve on this year's Nominations Committee: Ralph Saroyan (Chair), Chintan Shah, Annie Ho and Logan Brodnansky.

The Director positions that expire at the end of this year are:

Larry Gorham, An Chun Kwan and Chintan Shah. All are eligible for another term on the Board.

The following language is from the Foundation's Bylaws.

Section 6.05. Election/Nomination/Term.

A. Directors shall be elected by the then-current Board annually at a meeting of the Board for this purpose, which is announced to the then-current Board at least 60 days in advance of said meeting.

B. A nomination committee shall be appointed by the President of this Corporation each year to nominate qualified candidates for election to the Board. Said president may not be a member of the nomination committee.

The nomination committee shall nominate qualified candidates for election to the Board at least thirty (30) days prior to the date of the Board meeting previously announced as the meeting at which election of directors shall take place. A list of candidates, including a detailed description of the qualifications of each candidate, shall be mailed, or emailed to each director at least ten (10) days prior to said meeting.

Note—Board meeting for election will be September 26th, 2021

C. Each director shall hold office for a period of three (3) years or until a successor has been elected and qualified. Terms of office shall be staggered such that no more than 40% of the Board is up for re-election in any given year. No director shall be eligible to serve more than three (3) consecutive full-length terms as a director.

No action by the Board is required.

11. Announcements and adjournment.

A. Announcements and any proposal of business not on the agenda

1. A reminder that all committees meet within the next 25 days and finalize their plans and budget. Submit budget request to Gorham so he can finalize the budget.
2. Current "letter head" template attached to agenda notes along with all Board and Committee Rosters.
3. Schedule of remaining 2021 Board Meetings

April 11, 2021 (Sun) video conf. call 7:30-9am PT
 July 11, 2021 (Sun) video conf. call 7:30-9am PT
 Sept. 26, 2021 (Sun) video conf. call 7:30-9am PT
 Dec. 12, 2021 (Sun) video conf. call at 7:30am PT

4. Notes for Candidate Greet and Dinner Event, Dress code, Video call at 5:30pm link is

<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2F3owRM2x&data=04%7C01%7C%7C77b5b28354cf4a87223508d8bd88fc57%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637467743326862964%7CUnknown%7CTWFPbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=Zlpwdrp0pg79b3fzL8cLtWnviERfZfq1b24Xh%2F1VVd0%3D&reserved=0>

We will meet and greet the candidates at 5:30pm, join the main event about 6:15pm with our fellow alumni. Main event will start at 7pm. Pacific President Christopher Callahan accepted the invitation to join the event for short hello and greeting.

Formal Recruitment Dinner Program attached

Other?

B. Adjournment. The meeting was adjourned January 30th at ____pm.