

**Alpha Psi Education, Scholarship & Leadership Foundation**  
Meeting of the Board of Directors and Annual Meeting of the Foundation  
SATURDAY, February 12, 2022, 10am to 4pm @ Stockton Country Club

**Everyone to bring laptop or iPad so we can have an in-person and zoom conference call simultaneously.**

Alpha Psi Foundation Zoom Meeting  
Time: Feb 12, 2022, 10:00 AM Pacific Time (US and Canada)  
Join Zoom Meeting

<https://us02web.zoom.us/j/89987955011?pwd=VXJaK0l1K3BGUWNxdGxLRTNueDFmUT09>  
Meeting ID: 899 8795 5011 Passcode: 497237

AGENDA

Expected to attend either in-person or by zoom:

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

Board Liaisons: Duane Isetti, CFOSJ Liaison (may not be able to attend due to health)

Committee Chairperson: Lanni Lam (newsletter),

Not able to attend: Sonny Bains (commitments), Vivian Lee (website manager)

1. Call to order. (Larimer)
  - A. Establishment of a quorum.
  - B. Introductions and Opening remarks—Welcome Lanni Lam, our Newsletter editor. Especially want to express my personal thanks to all Board members for their commitment to the Board and schedule for the day as we try both in person and zoom conference for those not able to attend in person.
2. Approval of minutes of Jan. 09, 2022, Teleconference Board Meeting.  
(Kwan – see attached)

**Board action requested: Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve the minutes of the January 09, 2022, Teleconference Board Meeting.**

3. Financial Report. (Gorham – see attachments)  
CFO Gorham will lead the Board in a discussion of the 2021 year-end Financial Report including (actual vs. budgeted income and expenses) and 2021 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 2022 budget following the strategic planning discussion and decisions made during this discussion.

**Board action requested: Motion by \_\_\_\_\_, second by \_\_\_\_\_ to accept the 2021 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.**

4. 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 signing or by raising their hand if on a video conference. Any conflicts will be recorded in the minutes.**

5. 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.**

6. The chapter donation for travel grant money that we budget each year (\$1000 for the chapter and \$500 for the WCC) is restricted for Grand Council and LDS programs. Since we made a special exception in January for the money to be used for travel to the Regional Conference to promote participation by the chapter, I suggest that in the future, the chapter donation may be designated for GC, LDS and/or Regional Conferences.

**Board Action requested: Motion by \_\_\_\_\_, second by \_\_\_\_\_ to approve the budgeted travel grant money (category 67500) for Collegiate Brothers to attend GC, LDS and/or PDC Regional Conference.**

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.

With this as background, our discussion will proceed using the following 5 step process (A through D).

Prior to committee work discussion, I have attached a document listing the scholarship candidates for both the Schlegel and Whitney scholarships. I have also attached the scholarship winners of Alpha Psi for additional information as a prospective list of members for committees.

#### 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. Newsletter Subcommittee (Lam)
2. Scholarship Awards Committee (Ito)
  - a. Concerns??
  - b. Senior Awards in May
3. Fundraising Committee (Nguyen)
  - a. Action plan, promotion for Pappy Bourdon raffle
4. Contributions & Fundraising (Kwan)
  - a. 2022 action plan attached and Pappy Bourdon
  - b. CFOSJ 209Give—4-12-2022 or should be just plan our own 209Give.

5. Stewardship Subcommittee (Nguyen)
  - a. Foundations Brochures and Stewardship updates
  - a. Donor Outstanding Balance Summary
  - b. Ideas to discuss how to promote older alumni to fulfill their pledge.
6. Leadership Development Committee (Ward)
  - a. Updates on programs from 2021.
  - b. Current 5-yr strategic plan attached—review for any modifications
7. New Graduates Development Subcommittee (Brodnansky)
  - a. May 11<sup>th</sup> reserved at Stockton Country Club 5pm
8. Website Manager (Lee)
 

So far everything is still working fine with the website. I just helped Nam with creating the page for the Pappy raffle and am about to add the info you sent me last year about Michael Clauser's addition to the team. Feel free to continue sending me updates to the donor or scholarship pages or any feedback or comments you may have about the website. If you ever find a younger alumni interested in replacing my position, I would be interested in showing them the ropes. I don't mind keeping up with the current website needs, unless the Foundation wants more focus on the website.

B. Finalize programs and activities for 2022

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

NOTE: Within 25 days following this BOD meeting, each committee will finalize its 2022 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 10<sup>th</sup> Board Meeting.

D. Preliminary draft 2022 budget

Review the financial impact of decisions made in "B" to provide any adjustments. The final proposed budget will be voted during the April 10<sup>th</sup> meeting. Please submit any final committee budget request to CFO Larry by March 9th.

10. Appointment of the 2022 Nomination Committee (Larimer)

President Larimer will ask the following people to serve on this year's Nominations Committee: Nam Nguyen (Chair), Logan Brodnansky, Annie Ho and Kristen Ward.

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

**Sonny Bains, Logan Brodnansky, Annie Ho 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 25<sup>th</sup>, 2022**

*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 2022 Board Meetings
  - April 10th: (Sun) zoom conf. call at 7:30-9am PT
  - July 10th: (Sun) zoom conf. call at 7:30-9am PT
  - Sept. 25th: (Sun) zoom conf. call at 7:30-9am PT
  - Dec. 11th: (Sun) zoom conf. call at 7:30am-9am PT

4. Notes for Candidate Greet and Dinner Event, Dress code,

We will meet and greet the candidates at 5:00pm, join the main event about 6:00pm 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

5. Other?

B. Adjournment. The meeting was adjourned February 12<sup>th</sup> at \_\_\_\_pm.