

**Alpha Psi Education, Scholarship & Leadership Foundation
Video conference Meeting of the Board of Directors**

January 8, 2023 (Sunday)
7:30am – 9am Pacific Time

Topic: Alpha Psi Foundation Board Meeting

Time: Jan 8, 2023 07:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/7919451909?pwd=WGRPG2COSHewgIDNrsWQ0PieiD6VQ0.1>

Meeting ID: 791 945 1909 Passcode: U78Reh

Please call in a few minutes before 7:30am

Minutes approved 2-4-2023

Directors on the call: Logan Brodnansky, Taylor Chan, Michael Clauser, Larry Gorham, Jennifer Ito, Michelle Ito, An Chun Kwan, Ed Larimer, Nam Nguyen, Ralph Saroyan, and Jack Schlegel

Absent: Kristen Ward

1. Call to order. (Larimer)
 - A. Establishment of a quorum.
Meeting called to order at 7:32am and established that we have a quorum.
 - B. Opening remarks:
Welcome to the first Board Meeting of 2023, hopefully a healthy and normal year with a hope of big boost from the stock market. Also welcome our newest board members, Jennifer and Taylor with full voting rights.
2. Approval of minutes of the December 11, 2022, video conference Board Meeting.
(Kwan – see attached draft minutes)

Board action requested: Motion by Kwan, second by Chan to approve the minutes of the December 11, 2022, Video conference Board Meeting. Motion Passed

3. Financial Report. (Gorham)
There is no end of the year reports as the financial status has changed little and final end-of-year reports are not available. The final year-end reports and CFSOJ report will be submitted at our Annual/Board meeting on Feb 4th with a full discussion.
4. Financial Document for “New Board Member Orientation” (Gorham-see attachment)
Gorham presented a new document for Financial Explanation for New Board Member, which also an excellent document for current members to better understand financial reports.

Kudos to Director Gorham for putting this document together which will be included in the 2023 policy book.

5. Selection of Schlegel Endowed Leadership Scholarship. (M. Ito)

Discussion lead by Director M. Ito regarding 3 candidates for selection of Schlegel Endowed Leadership Scholarship. **See the 3 attachments to this agenda: Bill Zhang, Kathleen Gani and Klara Kim.**

Established in 2010, this scholarship is “presented annually to a pharmacy student recognized for the potential of exceptional leadership in the profession after graduation through exemplary behaviors and actions as a student and professional in training.”

Focus: Must demonstrate the potential for exceptional leadership in the profession after graduation.

Criteria:

- a. Must be an Alpha Psi full time student in good academic standing and currently in his/her final professional year of study.
- b. Must demonstrate financial need.
- c. Must have respect of his or her peers.

In the attachments you will find a .zip file of each candidate (Zhang, Gani and Kim) that contains 3 letters of recommendation, a personal statement, a personal CV, and the foundation personal data form. The Board selects the winner from the three candidates selected by the Awards Committee. As a reminder, please **keep all information and voting results confidential** as the award will be given out at the Candidate Program/Awards on February 3rd.

As a reminder to the board members (current and new), to maintain the foundation as non-profit organization status under IRS definition, Director Schlegel will mutually be silent from this discussion especially he is the sponsor of this scholarship. If not, it may jeopardize the status of the Foundation.

After extensive discussion, Director M. Ito lead the board through the voting process.

Board action requested: Motion by _M. Ito____, second by _Kwan____ to select _Bill Zhang____ to receive the 2023 John F. “Jack” Schlegel Leadership Endowed Scholarship. Motion passed

Lastly, Director Schlegel reminded us that we should invite recipient and the candidates to take part in a subcommittee or see what they are interested in. It will be part of strategic planning to get potentials to take part of the Foundation.

6. Award Committee proposal/thoughts for Foundation-Powell Match Scholarships (Ito, M--see attachment).

Michelle Ito presented the Award Committee initial proposal for comments which will be further discussed at the Annual Meeting. The focus was to have more scholarships available for the active brothers to receive especially there are many actives who are well

qualified. Also one item suggested that it will be the Board responsibility to encourage our collegiate brothers to apply for these new scholarships, maybe a student liaison

7. 2023 Foundation Annual/Board Meeting – Preparation. (Larimer)

President Larimer reminded the Board that the major focus of this meeting is on short- and long-term planning, updating the 3-year Strategic Plan based on decisions made, and developing the 2023 Budget based on these decisions.

Preparation for this meeting by all committee chairs is essential by taking the following steps:

- A. Please convene a meeting with your **committee** to assure mutual understanding of your **charge**, and brainstorm ideas for how your committee can fulfill your charge, including additions or changes to the current program. If you want to use the Foundation Zoom, please let me know so I can provide the passwords. Do not spend time creating an Action Plan, since it is by way of the Board discussion that actual decisions will be made as to how your committee will fulfill your charge. You will, however, be asked to prepare and submit your committee's Action Plan immediately following the February 4th meeting. See attached Committee Charges.
- B. If not already provided, please review your committee members names, emails and year of graduation by Tuesday, **January 17th, 2023.**
- C. Restructuring Plan (Larimer-see 2 attachments)
A large part of the Annual Meeting will be devoted to developing a Succession Plan for the President, now and in the future. I have attached two documents developed to reflect a Restructuring of the Foundation and Committee Charges. We are not going to spend time at this meeting with discussion but instead I want each and every Board Member to review and be ready to provide thoughtful comments for the future and success of the Foundation at the Annual Meeting. As the original founders slowly bow out of the leadership; it is time to initiate the change for a successful future.

8. Appointment of 2023 Committee Chairs & Charges (Larimer – see attached)

President Larimer will review the attached document proposing committee chairs and committee charges

Board action: Motion by Gorham, second by Brodnansky to approve the appointment of all committee chairs and committee charges, as noted in the attached document. (Document is appended to these minutes, as is the 2023 Roster of BOD members and Committee Roster). Motion passed.

9. Announcements and adjournment.

- A. Schedule of 2023 Board meetings and events:

PLEASE MAKE SURE THESE DATES ARE ON YOUR CALENDAR
SCHEDULED

Feb 3rd (Sat) Candidates' meeting program 5pm Stockton G&CC
Feb 3rd (Sat) Candidates' dinner/awards program 6pm at Stockton G&CC
Feb 4th: (Sat) 10:00am to 4:00pm Stockton Golf & Country Club
April 2nd: (Sun) zoom conf. call at 7:30-9am PT
July 9th: (Sun) zoom conf. call at 7:30-9am PT
Sept. 24th:(Sun) zoom conf. call at 7:30-9am PT
Dec. 10th: (Sun) zoom conf. call at 7:30am-9am PT

B. Reminder to update your BOD Email Group for 2023 by adding Taylor Chan and Jennifer Ito. Delete Annie Ho and Sonny Bains

8 Adjournment. The meeting is adjourned at _8:31__am Pacific Time.

Attachments:

- a. Final Meeting Minutes December 11, 2022
- b. Financial Orientation Document
- c. Schlegel Leadership Endowed Scholarship candidates' applications
- d. Scholarship proposal
- e. Restructuring Document
- f. Committee charges and board/committee roster