

Alpha Sigma Kappa Educational Foundation
Annual Meeting – Minutes

Conference/In-Person Meeting

July 28th, 2018

- I. Call to Order:
 - a. President, Jessica Reese McIntyre called to order at 11:00 am eastern
- II. Attendance/Roll Call:
 - a. National Foundation Board Members:
 - i. Rebecca Bartlett – phone
 - ii. Lynn Cabrera – absent
 - iii. Manette Macias – in person
 - iv. Mary Matthews – in person
 - v. Jessica Reese McIntyre – in person
 - b. Non-Board Members:
 - i. Samantha (Sam) Coffman
 - ii. Erin Cooper
 - iii. Jessica Denner – phone
 - iv. Eva Hanlon
 - v. Kellee Hartjen
 - vi. Jenifer Henslee Peck – phone
 - vii. Nicole Jandick
 - viii. Veronica Kinn
 - ix. Christine Lay
 - x. Renee Layoun – phone
 - xi. Stephanie Mages
 - xii. Atisha (Tish) Morrison
 - xiii. Tara Naber
 - xiv. Allison Quiroga
 - c. Guests:
 - i. Kelly Blucher
 - ii. Laura Jankowski
- III. Approval of the 2017 Annual Meeting Minutes:
 - a. Errors Identified: None
 - i. Motion: Erin Cooper
 - ii. Second: Sam Coffman
 - b. Motion – **all members vote to approve**
- IV. Board Member Updates:
 - a. Board Chair: Jessica Reese McIntyre (Epsilon)
 - i. Donations:
 1. If you sent in a donation, please specify the Chapter Fund to apply it to; default is to the National Scholarship

2. All donations will result in a receipt of funds for your records.
3. There is a donation form on the website or you can have it emailed to you (contact: ask.educational.foundation@gmail.com for a copy)
4. Ways to send your donation:
 - a. PayPal: ask.educational.foundation@gmail.com; there is a button on the website (www.askwits.org)
 - b. Google Pay Send (The new Google Wallet): ask.educational.foundation@gmail.com
 - c. Check: Make checks payable to Alpha Sigma Kappa Educational Foundation, fill out the Memo form for what Chapter Fund and mail to:
 - i. Jessica Reese McIntyre, 4407 SW 33rd St, Des Moines, IA 50321
- ii. Amazon Smile:
 1. Foundation is part of Amazon Smile – easy way to send donations
 - a. Steps to complete: Set up Amazon Smile (www.smile.amazon.com)
 - b. Select Alpha Sigma Kappa Educational Foundation as your choice for donations
 2. The donations go towards the National Scholarship
- iii. #GivingTuesday Update
 1. #GivingTuesday is the Tuesday after Thanksgiving
 2. Last year (2017), the foundation exceeded the internal goal that we set for ourselves. Note: it was somewhat low but that was due to no expectations about the day
 3. Last year's report was sent to all Chapter Presidents
 4. For the future, we will have more advertising so everyone knows far in advance.
 - a. Kellee Hartjen mentioned that the PR Committee could help with the advertising
 - b. She also mentioned that we might want to look beyond Facebook as the Committee is noticing a trend of decreased numbers (closing of accounts).
- iv. Website Update (www.askwits.org):
 1. Can be updated as needed.
 - a. If anyone would like to help please let Jessica know
 - b. Right now, it is just standard business; nothing fancy
 2. Facebook Page – primarily used for advertising
 - a. Stephanie wanted to know what it was – she did not know it existed until just then.
 - b. It is utilized right now as where we initially post items and then we cross post them onto other pages.
 - c. Newsletter – in by Black Friday

- b. Secretary: Mary Matthews (Epsilon)
 - i. No Items
 - c. Treasurer – Rebecca Bartlett (Gamma)
 - i. No Items
 - d. Advisory Members – Lynn Cabrera (Beta) & Manette Macias (Iota):
 - i. Fourth Annual Alpha Sigma Kappa National Scholarship
 - 1. Had great representation – both in submissions as well as Scholarship Committee Members;
 - a. 15 Applications
 - b. 14 Alumnae Members participated in the Committee
 - 2. Committee met on June 10th and selected two recipients.
 - a. First Runner up gets \$500
 - b. Winner gets \$1000
 - c. Announced at Awards Banquet
 - ii. Fifth Annual Alpha Sigma Kappa National Scholarship Topic will be announced in January 2019.
- V. New Business
- a. Budget
 - i. Discussion:
 - 1. Motion: Allison Quiroga
 - 2. Second: Erin Cooper
 - a. Discussion on items in the budget:
 - i. Amazon – we believe that it will just be a pot of money
 - ii. Nothing has come yet as no one has hit the magic number to have the money sent from Amazon
 - iii. Social Media Polling might be helpful raising the awareness
 - iv. Allison asked a question about the operations money – what is being covered by this. The majority of it goes to the attendance of the members at Convention.
 - v. Note about convention registration being \$120 for Alumnae for next year
 - 3. Vote to approve:
 - a. Motion: Erin Cooper
 - b. Second: Tish Morrison
 - c. Voting Results: Yay – 16; Nay – 0; Abstain – 2
 - d. Budget Passed with Convention Registration Amount Change**
- b. Proposed Documents for Approval: Financial Review and Audit Policy
 - i. Motion: Erin Cooper
 - ii. Second: Tara Naber
 - iii. Discussion:
 - 1. Annual Meeting – add the Report sentence end of review. Remove the first Audit Review
 - iv. Vote to approve:

1. Motion on Document as friendled: Allison Quiroga
 2. Second: Erin Cooper
 3. Voting Results: Yay – 18; Nay – 0; Abstain – 0
 4. **Document Approved with Friendlies.**
- c. Elections:
- i. Board Chair: Jessica Reese McIntyre (Epsilon)
 - ii. Secretary: Mary Matthews (Epsilon)
 - iii. Advisory Board Member: Jenifer Henslee Peck (Beta)
 1. White Ballot Motion for All: Erin Cooper
 2. Second: Tish Morrison
 3. Voting Results: Yay – 15; Nay – 0; Abstain – 3 (the 3 running)
 4. Results: all nominated sisters elected to their positions
- VI. Old Business
- a. None
- VII. Discussion on Endowed Scholarship – Mary Matthews
- a. Brief discussion on if this something we want to go forth with
 - i. Benefits
 - ii. Time Frame
 - b. Path Forward: More research needed but this is something that we are interested in pursuing.
- VIII. Announcements
- a. #GivingTuesday is November 27, 2018 – more media and discussion about this year for even better results
 - b. Special Meeting in conjunction with the National Meeting in January 2019 has been cancelled
 - i. We will call a special meeting if this is needed
 - ii. An update will be sent out by the National Board of Directors
 - c. Our next Annual Meeting will be at the 2019 National Convention in Madison, WI
 - d. Please feel free to reach out to us at ask.educational.foundation@gmail.com or if you have a specific concern for Board Chair, you can reach Jessica Reese McIntyre at jreese08@gmail.com
- IX. Motion to Adjourn 2018 Annual Meeting
- a. Motioned: Erin Cooper
 - b. Seconded: Veronica Kinn
 - c. Meeting Closed at 11:49am.