

State Universities Annuitants Association Foundation Board of Directors Meeting

Illinois State University Alumni Center

Normal, Illinois

Meeting Minutes for October 10, 2012

I. Chair's Report

A. Call to Order and Introductions. The SUAA Foundation Board of Directors was called to order at 9am on October 10, 2012, by Foundation Chair Bill Williamson. The following persons were present: H. F. (Bill) Williamson, Chair (UIUC); Mike Pledge, Vice Chair (WIU); Richard Dhabalt, Treasurer (LLCC); Fred Barber (SWIC); Patricia Bauhs (MVC); Linda Brookhart (SUAA Executive Director); Bonnie Henry (SUAA Executive Committee President); Marsh Borders (UIC); John Engstrom (NIU); Deckle McLean (WIU); Jan Cook (ISU); Patricia Stice, Recording Secretary

B. Review of Minutes for June 19, 2012, Meeting. Pledge moved to accept the minutes and Barber seconded the motion. The motion carried and the minutes for the June 19, 2012, SUAA Foundation Board Meeting were accepted.

C. Chair's Report and Address. Chair Williamson will speak later on the Foundation's survivors' assistance efforts and the emergency assistance funds. The Chair's goals for the Foundation are to generate more chapter participation and improve fundraising – the solicitation of contributions; raising chapter awareness of what the Foundation does with funds; upgrading the ways in which the Foundation raises funds (website); and improving the acknowledgement of those donations.

II. Treasurer's Report. Treasurer Dhabalt reported that the Foundation's Certificates of Deposit will come due in March. As treasurer, he had authorized payment of the SUAA 800-number charges in the amount of \$2640.00 for three years and \$10.00 to the Secretary of State. Receipts included the Barber Memorial (\$300), Parkland Memorial (\$25.00), twelve individual donations (\$350.00), and checking account interest (\$3.07). Total worth, as shown on the hand-out, is \$94, 216.57. Missing from these figures is the CD interest which will be added later. A short Q & A session followed. Linda Brookhart reported that an SUAA consultant has not returned a call about the legal disposition of the Foundation's "Legal Fund." After a short discussion, Cook moved to accept the Treasurer's Report. Pledge seconded the motion. The motion carried and the Treasurer's Report was accepted.

III. Action Items

A. Appointment of New Treasurer. As reported at the June 19, 2012 meeting, Dhabalt will be stepping down as treasurer when a replacement has been appointed. Brookhart and he are continuing their efforts to find a candidate preferably from the Springfield area.

B. Advisory Committee. Williamson announced that he will ask Gunji, Engstrom, and the new Treasurer (when appointed) to join him as members of an informal Foundation subcommittee to

study questions that have been raised about such issues about the flexibility of the accounts in the CD's, the investment strategy, and the role of the Foundation within SUAA and the SUAA's budget.

(At this point in time, the agenda was advanced to accommodate a presentation from Linda Brookhart and Bonnie Henry. Additional action items followed their address.)

IV. New Business

Reports from SUAA Executive Director Linda Brookhart and SUAA Executive Committee President Bonnie Henry. Brookhart and Henry reported on a number of items concerning the Foundation and its relation to the parent SUAA organization. These included the following:

1. Payment. Brookhart reported that there is nearly \$7500 due to the Foundation from the SUAA account and that the Foundation will be paid at the end of the month.

2. Reimbursement for Foundation-Related Expenses. Brookhart noted that she hoped that the Foundation would be able to reimburse SUAA for such services as the (a) significant amount of work that Stice performs for the Foundation; (b) collection of contributions; and (c) services provided to maintain the Foundation section of the SUAA web site.

3. Other Goals. Brookhart and Henry also suggested that (a) the Foundation could provide research and obtain grants for projects that benefit SUAA members as has been done by other foundations with the goal of making the Foundation more visible and strengthening SUAA; (b) we bring the 501-4c (Foundation) support of its 501-3c (SUAA) into compliance with IRS regulations; (c) the Foundation could help fund the work for SUAA by the former intern, Emily Monaghan; (d) there be more communication with Chapter Presidents concerning Foundation initiatives and representation from every Chapter on the Foundation Board of Directors.

4. Response. Williamson replied that the Foundation Board would certainly want to consider these suggestions, but there was only time for a brief reply at this meeting. He agreed that more visibility and better Chapter representation on the Board were important goals and planned to continue our efforts in this regard. These include such actions as the revision of the Foundation Bylaws; plans to revise the Foundation web site; the circulation of the Survivors Assistance brochure; and continuing reminders to Chapter leaders about these activities. He felt that the Foundation Board would strongly support reimbursing SUAA for Foundation-related expenses (see next item). Williamson indicated that we would need more information about some of the other suggestions such as writing grant proposals or support of other SUAA functions.

(The agenda was returned to action items, beginning with other support requests.)

III. Other Action Items

C. Review of Requests for Support from Foundation for SUAA Office. There was a discussion of the request from Brookhart for reimbursement for Foundation-related expenses such as those outlined by Brookhart in her report. Barber move to support the proposal that the Foundation provide financial support for these activities in the SUAA office that support the Foundation. Engstrom seconded the motion and it passed unanimously. The next step will be to work with Brookhart to develop a procedure for determining what these expenses are each month

D. Procedures for Providing Emergency Assistance to SUAA members. Williamson noted that we plan to remind Chapter leaders that the Foundation will provide up to \$500 in matching funds for SUAA members facing financial emergencies. He noted that we will need to establish procedures for the Chapters and the Foundation to follow in such cases. He noted that there were three possible formats for granting emergency assistance: (1) the Foundation develop an application form and ground rules for all chapters; (2) the Chapters would be expected to develop a form which would be part of the application for support sent to the Foundation or (3) the Foundation assumes the chapter has exercised good judgment in choosing to grant emergency assistance and requires little or no supporting documentation before authorizing the matching grant the Foundation. There was general agreement that we consider developing a general form that would include requests for basic information about the applicant and the applicant's emergency. This could include guidelines and ground rules for granting emergency assistance including information on the obligations of the Chapters (e.g., concerning any IRS implications of the grants).

E. Review of "A Guide to Survivors' Assistance" Brochure. Williamson reported that SURS staff had worked with Stice to help her with the final editing of the brochure that she had created. The proposal from Stice about options for reproducing and circulating the brochure was discussed. One question concerned whether or not copies should be sent to Human Resources Departments on the campuses. Points made for sending them to HR departments included the facts that some survivors might also be employees and that not all survivors are SUAA members. Points made against sending them to HR departments centered our not knowing whether or not HR departments would be willing to make such documents available on their campuses. Williamson suggested that the initial mailing only be to the SUAA Chapter leaders with a cover letter asking whether they felt copies should also be provided to their HR departments. If so, we could consider sending additional brochures. A motion for an initial print run of 2000 copies was seconded and approved unanimously. There was also general agreement with the suggestion that we whether it would be feasible to provide Chapter leaders with the brochure as a PDF file or on a CD.

F. Other Survivor Assistance Matters. John Engstrom reported that Pam Butler of SURS has notified him that SURS will host an SUAA survivor assistance program in Champaign on Thursday, November 8th, from 10-11am. It was also noted that SURS staff are near completion of the revisions in the SURS web site which will incorporate additional information on survivor assistance issues.

G. Other. It was agreed by the group that future meetings of the Foundation Board of Directors continue to be scheduled to occur before the SUAA Annual and Fall Directors meetings.

VI. Adjournment. A motion by Pledge to adjourn was seconded and passed. The meeting was adjourned at 10am.

Minutes respectfully submitted by Patricia Stice