

# ASDF Board

## MINUTES

DECEMBER 3, 2015 7:30 AM

MUHLENBURG COLLEGE  
SEEGER UNION-ROOM 110  
24<sup>TH</sup> AND CHEW STS  
ALLENTOWN, PA 18104

|                          |  |
|--------------------------|--|
| <b>MEETING CALLED BY</b> | President, Dick Button   |
| <b>TYPE OF MEETING</b>   | Board of Directors meeting   |
| <b>NOTE TAKER</b>        | Marci Martinez   |
| <b>ATTENDEES</b>         | Dick Button, Kelli Holzman, Marci Martinez, Daniel Bosket, Debora Roberson, Lissette Santana, Robert Sperling, John Clark, Barry Halper, John Hughes, John Stevens, Charles Thiel, Kurt Zwinkl<br><br>(This may be incomplete. Please let us know if you attended and your name was missed.) |

### Agenda topics

CALL TO ORDER

DICK BUTTON

|                     |  |                 |
|---------------------|--|-----------------|
| <b>DISCUSSION</b>   | 1. President Dick Button called the meeting to order and welcomed all present. |                 |
|                     |  |                 |
|                     |  |                 |
| <b>CONCLUSIONS</b>  | Quorum met.  |                 |
|                     |  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
|                     |  |                 |
|                     |  |                 |

DIRECTORS REPORT

SUSAN WILLIAMS

|                     |   |                 |
|---------------------|---|-----------------|
| <b>DISCUSSION</b>   | Susan provided the following reports:<br>1. ASDF Website to branch off ASD site |                 |
|                     |   |                 |
|                     |   |                 |
| <b>CONCLUSIONS</b>  |   |                 |
|                     |   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
|                     |   |                 |

|                              |  |  |
|------------------------------|--|--|
| No action items at this time |  |  |
|                              |  |  |

TREASURERS REPORT

KELLI HOLZMAN

|                     |   |                 |
|---------------------|---|-----------------|
| <b>DISCUSSION</b>   | Kelli provided the following reports:   |                 |
|                     | <ol style="list-style-type: none"> <li>1. Reviewed draft of financials in last fiscal year</li> <li>2. Distributed Audit draft</li> <li>3. Reviewed financials for current YTD</li> <li>4. Building trades has committed to \$5000, but have not paid on this commitment yet. Will follow up on status</li> <li>5. Lori has started the process of moving everything to QuickBooks and will continue to work on getting this up and running.</li> </ol> |                 |
| <b>CONCLUSIONS</b>  |   |                 |
|                     |   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
|                     |   |                 |
|                     |   |                 |

INVESTMENT COMMITTEE

KELLI HOLZMAN

|                     |  |                 |
|---------------------|--|-----------------|
| <b>DISCUSSION</b>   | 1. No report out from the investment committee |                 |
|                     |  |                 |
| <b>CONCLUSIONS</b>  |  |                 |
|                     |  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>                      | <b>DEADLINE</b> |
|                     |  |                 |
|                     |  |                 |

FINANCE

KELLI HOLZMAN

|                   |  |  |
|-------------------|--|--|
| <b>DISCUSSION</b> | Kelli provided the following reports:  |  |
|                   | <ol style="list-style-type: none"> <li>1. Motion to approve the new accounting policy was presented. Discussion was had on whether approval from the board is needed to change an accounting policy. It was brought up that there</li> </ol> |  |

|  |   |                 |
|--|---|-----------------|
|  | <p>should be different approvals when looking to update a process vs. a policy and that as long as the procedure fits into the policy, it should not require board approval to change. <b>MOTION NOT YET APPROVED</b> as more information is needed to approve.</p> <p>2. For information only- Susan has suggested using the term "conduit" in place of pass through. Also, the following policies and procedures were recommended:</p> <p>Any non-ASD entity needing a conduit to provide a gift to benefit the ASD or one of its programs may enter into an agreement with the ASDF to facilitate the transfer of the funds. The ASDF may accept and distribute the funds in accordance with a Memo of Understanding (MOU) between the entity, the ASDF, and the ASD. Typically, this will be a one-check-in/one-check-out arrangement. The MOU must be executed before the funds will be accepted by the ASDF.</p> <p>An ASD entity needing a conduit to accept gifts to support the ASD program may enter into an agreement with the ASDF to facilitate the transfer of funds. The ASDF may accept and distribute the funds in accordance with a Memo of Understanding (MOU) between the entity, (faculty member, advisor, organization president, etc.) the ASDF, and the ASD. Typically, this will be a one-check-in/one-check-out arrangement. ASDF must approve the solicitation before it is made and the MOU must be executed before funds will be accepted by the ASDF.</p> <p>3. Discussion was had around whether or not we need to keep track of monies spent. Also, it was confirmed that MOU's need to be approved by the Board.</p> |                 |
|  |   |                 |
|  |   |                 |
| <b>CONCLUSIONS</b>   | Finance Committee need to review accounting policies and present any necessary changes to allow procedure changes to be made going forward without board approval being needed. Kelli will present for approval when this is completed.   |                 |
|  |   |                 |
| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| Kelli will follow up with the auditor to see if we need to keep record of how monies were spent. |   |                 |
|  |   |                 |

GOVERNANCE

TONY MUIR

|   |   |                 |
|---|---|-----------------|
| <b>DISCUSSION</b>   | <p>Tony provided the following reports:</p> <p>1) Motion to approve 2 new board members: Daniel Bosket and Kurt Zwikl. <b>MOTION APPROVED</b></p> <p>2) A 2<sup>nd</sup> agenda brief recommending By-Law amendments were pushed back to the next meeting due to time restraints.</p> |                 |
|   |   |                 |
|   |   |                 |
| <b>CONCLUSIONS</b>  |   |                 |
|   |   |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| Personnel Committee description will need to be reviewed again and approved | Personnel committee/BOD   | Next meeting    |
|   |   |                 |

ALLOCATIONS

BARRY HALPER/ DENNIS  
BLANKOWITSCH/JANE MARKS

|                     |   |                 |  |
|---------------------|---|-----------------|--|
| <b>DISCUSSION</b>   | Barry provided the following reports: <ol style="list-style-type: none"> <li>1. Dennis presented a Motion to approve the fund for the 18 TIG grants that were selected in the amount of \$14230.82. <b>MOTION APPROVED</b></li> <li>2. Discussion was also had about including an EOY report from participants of the TIG program as well as a process for continuing programs from one year to the next. More follow up conversation will be had around these topics.</li> <li>3. Barry provided for information only results of a previous TIG program where Mrs. Carber's 5<sup>th</sup> grade class at Dodd conducted a 7-month program learning about the Delaware Water Gap National Park, which included presentations at the conclusion of the program. Mrs. Carber has proposed a program by which all 4 5<sup>th</sup> grade classes at Dodd will conduct the same project. The funds to cover the \$2200 cost will come from last year's Science Fair budget which had unspent funds.</li> </ol> |                 |  |
|                     |   |                 |  |
|                     |   |                 |  |
| <b>CONCLUSIONS</b>  |   |                 |  |
|                     |   |                 |  |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |  |
|                     |   |                 |  |
|                     |   |                 |  |

PERSONNEL

TONY MUIR

|                     |   |                 |  |
|---------------------|---|-----------------|--|
| <b>DISCUSSION</b>   | ASDF Program Manager Motion request will take place next meeting. |                 |  |
|                     |   |                 |  |
|                     |   |                 |  |
| <b>CONCLUSIONS</b>  | Held off until next meeting because of time                       |                 |  |
|                     |   |                 |  |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |  |
|                     |   |                 |  |
|                     |   |                 |  |

GOVERNANCE

TONY MUIR

|                    |   |  |  |
|--------------------|---|--|--|
| <b>DISCUSSION</b>  | There was no read out by the Governance committee |  |  |
|                    |   |  |  |
|                    |   |  |  |
| <b>CONCLUSIONS</b> |   |  |  |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|--------------|--------------------|----------|
|              |                    |          |

ALUMNI

[PRESENTER]

| DISCUSSION   | 1. There was no read out by the Alumni committee |          |
|--------------|--|----------|
|              |  |          |
|              |  |          |
| CONCLUSIONS  |  |          |
|              |  |          |
| ACTION ITEMS | PERSON RESPONSIBLE                               | DEADLINE |
|              |  |          |
|              |  |          |
|              |  |          |

OTHER ITEMS

DEBORA ROBERSON

| DISCUSSION   |                    |          |
|--------------|--------------------|----------|
|              |                    |          |
|              |                    |          |
| CONCLUSIONS  |                    |          |
|              |                    |          |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
|              |                    |          |
|              |                    |          |