



RECORDING SECRETARY REPORT

May 26, 2017

The National Recording Secretary is primarily responsible for recording the minutes of all meetings of the FAMU National Alumni Association (FAMU NAA). The minutes from the past convention are included in the report that follows. I have also placed all the minutes of the past year on the FAMU NAA web page at the following link: <http://famunaa.org/v2/minutes/>.

In addition, the Recording Secretary has been working with several officers (i.e. Financial Secretary, General Counsel, Treasurer and all Regional Vice Presidents) to maintain the NAA Compliance Matrix. This matrix reflects Chapter and Region submission of Annual and Monthly reports required by the FAMU NAA Bylaws [See Section 10.3 (Chapter Reports)].

The following are the items tracked by the compliance matrix:

1. 10 Active & Financial Members' dues for 2017 to the Financial Secretary by the 15th of each month;
2. Fundraising & Financial Activity Form for 2015-2016 to Treasurer by 9/30/2016;
3. 2016 IRS 990 Form to IRS & Treasurer by 11/1/2016;
4. Chapter Bylaws to Recording Secretary upon initial chartering and subsequent to any bylaws amendments;
5. 2017 Chapter Officers Reporting Form to Recording Secretary 3/15/2017;
6. Chapter Membership Reporting Forms for 2017 to Financial Secretary the 15th of each Month if any new members have paid dues along with the appropriate dues payment;
7. Chapter Delegate Registered at 2016 Annual Meeting by Financial Secretary;
8. 2016 Annual NAA Chapter Agreement to the General Counsel as of 11/ 2016; &
9. Internal Revenue Service (IRS) Supplemental Group Ruling Information (SGRI) roll as of 03/30/2017.

Finally, the FAMU NAA Annual Report was filed with the Florida Division of Corporations on April 26, 2017 and its status is active.

MINUTES OF THE 2016 ANNUAL CONVENTION

Florida A&M University National Alumni Association (FAMU NAA)

National Meeting Minutes

Friday, May 27, 2016

Grand Hyatt Tampa Bay - 2900 Bayport Dr

Tampa, FL 33607

Call to Order

President Clark Called the Meeting to order.

Invocation

Opening Prayer was done by Chaplain Keith Shannon.

Roll Call

Roll Call was taken by the Recording Secretary.

Executive Board Members Present

President Col. Gregory L. Clark; 1st Vice President Charles Lewis III; 2nd Vice President Nicole Jones, Esq.; 3rd Vice President Mary H. Smith; Treasurer Dr. James Moran, Ph.D.; Financial Secretary Juanita Moore; Parliamentarian Angela Bledsoe; Recording Secretary Reginald J. Mitchell, Sr., Esq.; Corresponding Secretary Artisha Polk; Florida Regional Vice President Jean Downing; Southern Regional Vice President Yolanda Pinkard; Northeast Regional Vice President Gen. (Ret.) Leroy Bell; Midwest Regional Vice President Derris King; Farwest Regional Vice President Tirrell Hamilton; Florida Member-At-Large Dr. Patricia Shaw, Pharm.D.; Southern Member-At-Large James “Skip” McClemore; Northeast Member-At-Large Cassie Farmer; Farwest Member-At-Large Van Russ; General Counsel Akunna V. Olumba, Esq.; Sergeant-At-Arms Col. (Ret.) Robert L. Porter; Chaplain Keith L. Shannon; and Publicity Director Kathy Times.

Chapters Present

FARWEST REGION

Houston, TX; Las Vegas, NV; Southern California (Los Angeles), CA;

MIDWEST REGION

Central Ohio; Chicago (Windy City), IL; Dayton, OH; Detroit, MI; Kentucky

NORTHEAST REGION

Massachusetts; New Jersey; New York; Northern Virginia; Washington, D.C.

SOUTHERN REGION

Birmingham Metro, AL; Central Mississippi; Columbia, SC; Fayetteville / Fort Bragg, NC; Metro Atlanta, GA; Metro Charlotte, NC; Greater New Orleans, LA; Raleigh-Durham, NC; Southwest Georgia

FLORIDA REGION

Alachua County; Brevard County; Broward County; Capital City; Gadsden County; Gold Coast (Miami); Greater Orlando; Indian River County; J.R.E. Lee (Jacksonville); Lake Sumter County; Leon County; Madison County; Marion County; Miami-Dade County; Northwest Florida; Palm Beach County; Pensacola; Plant City; Polk County; Sarasota Manatee County; Seminole County; South-Dade County; St. Lucie County; St. Petersburg; Tampa; and Volusia County.

A quorum was established. Chapter Presidents were asked to sit forward.

Convention Rules

Parliamentarian Angela Bledsoe gave an overview of the Convention Rules from pages 5-6 of the Convention Book. It was moved and seconded to adopt the rules. The motion passed unanimously.

Constitution and Bylaws Amendment

Constitution and Bylaws Chair Artisha Polk discussed the proposed bylaw to allow life members and National members to vote at the NAA Business Meeting. The proposal was moved and seconded. The motion passed unanimously.

Adoption of the Agenda

In addition to the agenda printed in the NAA Constitution, the president added a discussion of the FAMU Athletic Director and a \$25,000 appropriation to New Business. The appropriation will be for summer football team scholarships to come

from the funds previously approved for astro turf in the stadium. There are no plans to put turf in the stadium.

Past president Collins moved to add Recruitment Committee to the Agenda. It was moved and seconded and the motion passed unanimously.

The adoption of the agenda was moved and seconded. The motion passed unanimously.

Reading of the Minutes

The minutes from the immediate-past convention were printed in pages 7 – 20 of the Convention Book. The Recording Secretary moved for the adoption of the minutes with any necessary corrections. Gen. Bell asked about a subsequent meeting of the membership regarding a report by the 2nd Vice President. The Constitution and Bylaws Committee will discuss the Risk Management Manual within their Committee.

Approval of the minutes was moved, seconded and passed unanimously.

Action Items

President Clark reminded the membership that action items of the NAA are on the front portion of the business meeting.

Annual Budget

The Budget and Finance Committee Chair Reginald Mitchell presented the proposed FAMU NAA Budget. He discussed the highlights of the budget in terms of both Revenue and Expenditures.

Approval of the annual budget was moved, seconded and passed unanimously.

Constitution and Bylaws Amendments

The Constitution and Bylaws Committee Chair Artisha Polk discussed the proposed changes to the Constitution and Bylaws beginning on page 35 of the Convention Book.

Some of the highlights included the Membership Committee submission of allowing a 1-year subscribing life membership; name of the University spelled out initially; the raising of dues; FAMU NAA as two separated acronyms; and an additional region.

A question was asked and clarified that if a member paid a subscription on don't complete the payments by the deadline at the end of the calendar year, then the member would forfeit those payments. The Financial Secretary spoke against 1-year subscription due to the difficulty of tracking such payments. Chicago (Windy City) President Steve Hall mentions that the technology is available to track the monthly payments and provide reconciliation reports. It was accepted that even if the motion passes, the ability to pay in 1 year wouldn't be enforced until the technology was available.

A series of motions were made, seconded and approved. The motion was made to approve the payment of life subscription within 12 months by Dr. Carolyn Collins. The motion was seconded and approved by the membership. Section 2.3.3 was moved, seconded and passed as amended. A motion to increase dues from \$35 - \$50 was moved, seconded and passed without objection.

Section 12 amendments were introduced creating an international and national region. The amendments were moved, seconded and passed without objection. President Clark answered a number of questions clarifying how his will now allow affinity like the Marching 100, Diamondback Club and other groups to officially become chapters or connected to the FAMU NAA.

It was clarified by the current and former National Financial Secretary that members can be dual-members of an affinity group and a chapter, but will only be counted as 1 person at the national level to be consistent with "one man-one vote". The member won't have to pay national dues twice.

A motion was made to adopt all amendments to the Bylaws as amended. The motion was seconded and passed unanimously.

Risk Management

General Bell raised the issue of FAMU NAA documents as previously submitted by the Recruitment Committee. The membership voted 42-28 to work towards the Risk Management procedures. Carolyn Collins moved that the document submitted by the Recruitment Committee be complied with and any changes needed to be

made should be done so after the document is worked on. The motion was seconded. General Counsel Akunna Olumba spoke against the motion. She reasoned that the NAA can create liability if we adopt rules that are not complied with. She also stated that there needs to be additional due process to review the impact of the documents and the Chapters ability to comply with them.

Dr. Carolyn Jones stated by not having documents in place the NAA is at risk. The document was created by an attorney.

Artisha Polk mentioned that the document can be approved by the Executive Board after the proper vetting. She also asked rhetorically how many members have actually

Dr. Carolyn Collins restated the chronological timeline of the efforts made to approve the documents. She moved that we implement a proviso to pass the document in question and allow a committee 90 days to vet through the documents and affirm the rules or provide justification to eliminate regulations. The motion passed.

Reginald Mitchell restated that since the document creates liability, especially after He moved that the FAMU NAA immediately a liability policy that covers at least \$2MM at whatever it costs. The motion was seconded. The motion passed unanimously.

He also moved that as a requirement of the 90 days that the original author and the mover of the motion today be available for all meetings to answer the questions that three (3) attorneys cannot answer. If they are not ready, the committee shall not be required to meet until such time as they are able to meet with the committee.

General Counsel Akunna Olumba wanted the record to reflect that as General Counsel she advised against the passage of the previous motion. She warned that the individuals supporting the measure purchase individual liability insurance and that each chapter's board also purchase board insurance. She warns that the FAMU NAA has stepped into a land mine of liability.

Keysha Lynn Johnson, member and law student warned that although things seem practical on the surface, after being familiar with the law we understand that they are not prudent.

Someone asked what is the reasonable amount of time needed to review the documents?

The General Counsel explained that it is not a simple process. There may be 60 – 90 days of review by chapters, then comments returned. These documents are attempting to cover 50 different states.

Evelyn Taylor, Madison County, after listening to the two attorneys, she regrets her support for the original motion.

Phyllis Taite, FAMU College of Law Professor, is concerned that 90 days is arbitrary. We have all these things to do to protect the NAA, but it is unreasonable.

Reginald Mitchell stated that the document explicitly advises the NAA to violate the American with Disabilities Act. He also wanted the record to reflect that he opposed the original motion.

A motion was made to rescind the adoption of the Risk Management Document. The motion was seconded. Artisha Polk explained the requirements of a motion to rescind. The motion passed.

Dr. Carolyn Collins moved that we totally delete this document and the Executive Board work to approve a document that the NAA can approve without liability. The motion was seconded and passed unanimously.

Time, Place and Manner Committee Report

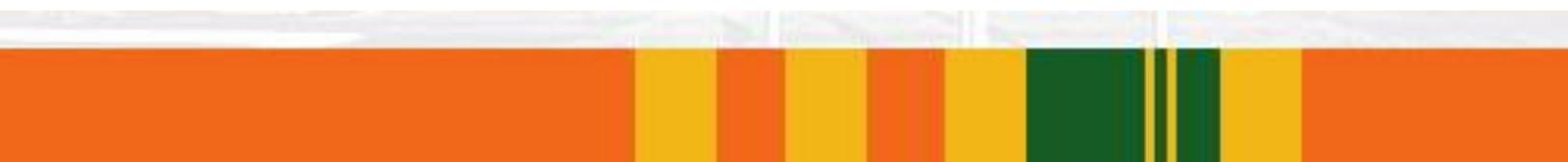
Charles Lewis, 1VP gave the report detailing the next prospective locations for Annual Meetings. The next three years will be the Northeast Region, Florida and the Southern Region.

Responses came from:

Northeast Region: Philadelphia, Wilmington, Pittsburgh, Baltimore, Washington, DC and Atlantic City.

In the Southern Region: Memphis, Nashville, Atlanta, Birmingham and Montgomery.

In the Southern Region: Daytona Beach, Orlando and Jacksonville.



The Committee Recommendations were as follows: 2017 - Baltimore Maryland Hilton; 2018 Orlando, Florida Rosen Centre; 2019 Birmingham, Alabama Hyatt Regency.

Moved to come up with a list of black restaurants in each city as an option. The Chair typically comes up with a list for every convention.

There was a request to allocate enough rooms so that delegates don't have to stay at different hotels. Charles Lewis stated that they have added the total number of both hotels and added 30% to that and signed the contract. One way they are proposing to control room registration is to require a deposit to book the FAMU NAA rooms so that the public doesn't hold rooms reserved for the NAA. Past President Tommy Mitchell also suggested that a FAMU NAA designated person control all registrations. Secondly, he suggested that people register early.

Victor Gaines asked what the Committee was looking for in terms of location. He also suggested that a National Meeting be held in Tallahassee where FAMU is located. The NAA could see more of the campus and speak with more administrators.

Juanita Moore commented that there is no single hotel facility that would house all registrants and the meeting space needs. She estimated that it may take 8 different hotels to accomplish what one (1) convention hotel could accomplish. Charles Lewis also addressed the same issue.

It was moved, seconded and passed to receive the Committee Report recommendations.

3rd Vice President Report

Mary H. Smith gave the 3rd Vice President's report. The shirt that she was wearing is available for \$500. She was wearing a Save Our Students (SOS) Scholarship Shirt and discussed the scholarship. She introduced the Fundraising Committee. The stated budgetary goal is \$300,000, but their ultimate goal is \$500,000. The Breakfast Fundraiser on the next morning is the capstone event to reach their fundraising goal.

Corresponding Secretary Report

Artisha Polk gave the report. She covered the highlights of her written report. She discussed the distribution of correspondence via Constant Contact and offered that if members were not receiving correspondence to contact her at corsecretary@famunaa.org. She also urged that chapters should communicate events that they want to share with the NAA to her.

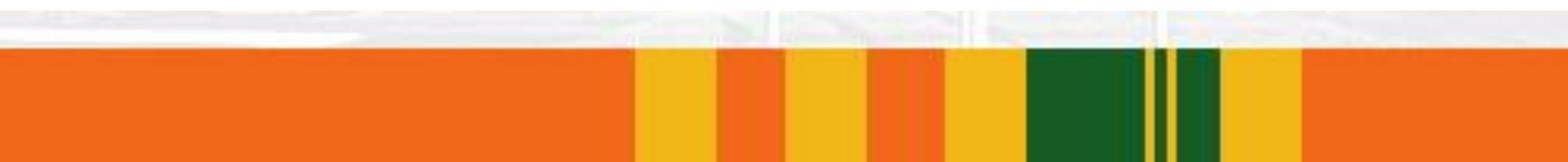
Treasurer's Report

Dr. James Moran gave the Treasurer's Report. He summarized his written report discussing the account balances and Certificate of Exemption status. Dr. Carolyn Collins asked about the First USA Account funds. She stated that \$75,000 was removed from that Foundation Account to another unknown source. Dr. Moran was not familiar with that transaction and would check into it. Andrew Lawyer stated that he previously checked on that and the records were not available. He stated that given the history of it, perhaps Past President Collins has some records or details that could get them the necessary information. Gen. Leroy Bell had a document addressed to Kent Taylor Re: Transfer of Funds dated 11/18/2003 from Dr. Leila Walker. On October 23, 2003 FAMU NAA executive Board approved a motion to transfer funds from a non-interest bearing account to a Certificate of Deposit with FAMU Credit Union. Therefore checks were requested from a specific account number in the amount of \$75,000.00.

A question was asked about line 206 on page 69 why the amounts were significantly less for the last 3 years. The answer was that amount was driven by the gifts given. Another question was asked about FAMU Day at the Capitol expenses. She suggested that we could get the politicians to pay for that event. Dr. Carolyn Collins explained that they will be charging \$10 per registrant attending. It would be a potential conflict of interest for the politicians themselves. FAMU used to pay for it, but it became too expensive and the FAMU NAA has paid for the important event for the last 3 years to give FAMU a visible presence at the capitol. The event is a necessity.

Gen. Leroy Bell asked 2 questions. Who was the IRS form filed? Dr. James Moran answered that the Auditor John Grayson filed the form. Do we have financial Activity Report from the Chapters? Akunna Olumba explained that Chapters needed to send the information in and they will discuss in the 990 Forum

FAMU Recruitment - FAMU Vice President of Student Affairs



Vice President William Hudson thanked the alumni for all that they do for the university, especially as it relates to Student Affairs. He talked about a 20% increase in their freshman class from the previous year. Deidre O'Neal, Scholarship Program Coordinator, also talked about scholarship recruitment going forward. She presented the new Scholarship criteria. The new scholarship deadline for all application materials including transcripts is November 30th. Life Gets Better (LGB) Scholarship test performance requirements are now: SAT 1440 SAT and 650 on the Math. 33 on ACT; GPA of 3.75 & 70% on the ALEC exam.

For the Distinguished Scholars Award (DSA) requirements are: 650 on Math; 1290 SAT; 29 ACT; 3.75 GPA, Placement Exam of 90.

See FAMU Scholarship Criteria at:

http://www.famu.edu/Scholarships/Scholarship_Criteria_2016_2017August_17_2016_LGBS_and_DSA_2.pdf

A question was asked about implementing technology so that applicants and their parents can submit electronic payments, documents and applications in lieu of paper. Dr. William Hudson answered that he is working with the Provost to implement that kind of technology.

Dr. Caroline Jones discussed alumni sponsoring student's application fees.

Akunna Olumba talked about in addition to sponsoring application fees, the need to sponsor all costs outside of the full scholarship which may be as high as \$2,000.

Other members asked about a checklist sent out prior to the deadline that informs students of any missing documents. The information will be available online this fall.

Dr. Carolyn Collins talked about alumni communicating with agency officials to get waivers for students.

The President adjourned the meeting until the next day after the fundraising breakfast.

Florida A&M University National Alumni Association (FAMU NAA)

National Meeting Minutes

Wednesday, July 13, 2016

8:00 p.m. – 9:57 p.m.

National Conference Call

(712) 770-3340, Participant Code: 735768

Call to Order

President Clark Called the Meeting to order. He reminded the body that this meeting is a continuation of the Tampa General Convention. The action item reports were disposed of at the Tampa Convention.

Invocation

Opening Prayer was done by Chaplain Keith Shannon.

Roll Call

Executive Board Members

Gen. Leroy Bell; Col. Gregory Clark; Dr. Carolyn Collins; Jean Downing; Cassie Farmer; Tirrel Hamilton; Nicole Jones, Esq.; Derris King; Reginald Mitchell, Sr., Esq.; Juanita Moore; Akunna Olumba, Esq.; Yolanda Pinkard; Artisha Polk; Col. Robert E Porter; Van Russ; Keith Shannon;

Committee Chairs

Doris Hicks; Dr. Caroline Jones; Walker Leila

Other Meeting Participants

Kimberly Carter; Denetra Collins; Bernita M Cox; Davis Wilhelmina; Dr. Pompey; Sharon Duncan; Eba Engineering; Emma Fountain; Lillian Granderson; Joann Houston; Kaisha Johnson; Lauren Carter; Mckinney James; Yvette Pugh; RC Carrington; Phyllis Taite, Esq.; Regina Warren; William Youmans; Lynette Wims; and Q Woodruff.

Roll Call was confirmed by the Recording Secretary via the online conference call details report. Some names were not identified, but there were 63 persons on the call. A quorum was established.

Financial Secretary's Report

Juanita Moore presented the Financial Secretary's Report for informational purposes. General Bell asked when the Audit Committee will present the information from the external audit. President Clark mentioned that he will charge the chair of the internal Audit Committee to meet and conduct an internal audit. William Youmans asked about updating the report from 53 members to 93 members. The financial secretary did not plan to update the Chapter Financial Report, but will address that issue offline.

Florida Region Report

Jean Downing gave the report. He summarized the written report. There are ten (10) active chapters. Two (2) Chapters are not functioning (St. Petersburg and Willie Gallimore).

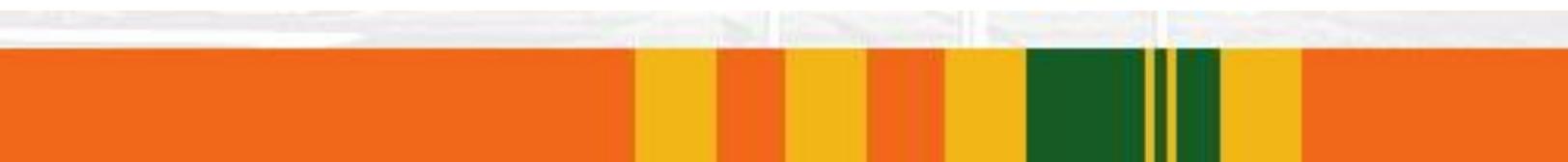
Southern Region Report

Yolanda Pinkard gave the region report. She made reference to her written report. Several of the chapters have sent in membership and are having positive activities in the name of FAMU.

Northeast Region Report

General Leroy Bell gave the region report. He advised that several chapters have gone inactive (e.g. Connecticut, Hampton Rhodes, and Pittsburgh) and should be removed from the active roster. The Northeast Region has welcomed two (2) new Chapter Presidents. The region is doing well raising funds and donating funds. Would like to have tracking and feedback on where these funds have gone to at FAMU. The Treasurer's Report does not reflect where those funds have gone. They appreciate being acknowledged as the Region contributing the most to the NAA, and plan to continue to contribute greatly. They would like to see greater participation of the Northeast Region in orienting students from their area to FAMU, through matriculation and post-graduation.

Midwest Region Report



Derris King gave the region report. The Midwest has seven (7) financial Chapters. The two (2) newest chapters are the Central Ohio Chapter (Columbus) and the Brew City Chapter (Milwaukee). The Detroit and Chicago Chapters are the largest in membership and serve as large feeder cities for FAMU students.

Farwest Region Report

Van Russ gave the report for the farwest region. Since the Houston Convention, the Las Vegas Chapter was chartered. He gave the report for informational purposes.

General Counsel Report

Akunna Olumba. She referenced her written report. She mentioned that there will be an ad hoc committee to develop Risk Management. There will also be a group working on the Compliance Matrix.

Chaplain's Report

Keith Shannon referenced his 1-page report. He gave a synopsis of the report. He gave the report for informational purposes only.

Membership Recruitment Report

Dr. Caroline Jones gave the Committee Report. She referenced her written report. Her Committee tenants for this year were being cost effective, efficient, and provide customer service. They want representation from every chapter on the committee. They provided 2 surveys on surveys and expectations. They have a new design for the life membership pin. They are reviewing benefits to members, especially highlighting university-provided benefits. They are discussing best practices among chapters.

Scholarship & Financial Aid Report

Doris Hicks gave the scholarship report. They gave over \$65,000 in scholarships and book stipends for the previous year. The committee gave over \$128,000 in scholarships for the current year that includes some Save Our Students (SOS) as well. There was a bit of discussion about distinguishing between First-Time-In-College (FTIC) versus existing FAMU Students. Doris Hicks will get the

scholarship recipients approved by the executive board and then report to the Presidents. They have budgeted appropriate amounts to SOS students versus the incoming students. General Bell requested that the NAA report how scholarship dollars come in, and how they are distributed transparently.

Governmental Relations

Dr. Carolyn Collins gave the governmental relations report. She discussed FAMU Day at the Capitol plans; Meeting with Governor Rick Scott about a number of FAMU/educational concerns; and gubernatorial appointments of FAMUans to the FAMU BOT.

Distinguished Alumni Awards

Doris Hicks gave the Committee report. She reported on the success of the DAA but is still awaiting all expenditures and revenues.

History Book Committee

Dr. Leila Walker gave the Committee report. She reported the participation from the chapters and regions. She also gave an overall update on the status of the book completion thus far.

Retirees

No report to give.

New Business

Minutes Approval Committee – there will be a committee of five (5) people to work with the Recording Secretary to assist with compiling the annual meeting to distribute to the membership. Mary Smith will be the Florida Region representative. Sharon Duncan will be the representative to the Northeast Region. Rachel Nelson Blanks for the Midwest Region. Lauren Carter for the Southern Region. It was moved, seconded and passed to approve the above-mentioned persons to work with the Recording Secretary.

FAMU vs. Tuskegee Bowl Football Game

President Clark discussed the FAMU vs. Tuskegee Bowl (September 15 – 18, 2016) game events sponsored by the NAA. The NAA has a host hotel that is almost sold out. This will generate a There will also be fundraising social events. There will be a college affair on Thursday. On Friday, there will be the Gulf Coast Musicfest, followed by an Alumni After Party. On Saturday, there will be a parade, the game, tailgate, and post-game hospitality.

In general, the NAA will be looking to monetize football events and will distribute a calendar of events.

Good of the Order

Mary Smith wants all presidents to share their Florida Classic Give-away participation status.

Dr. Carolyn Collins asked about the FAMU Admissions status. President Clark is not sure about the veracity of the admission enrollment numbers. We will just have to wait and see. There is a greater need for communication from the University to get to prospective students, particularly as it relates to minimum standards for admission.

William Youmans offered to share the survey conducted by the Greater Orlando Recruitment Chair. The survey expresses students' responses as to why some chose to attend FAMU, and why others chose not to. President Clark suggested that the survey be shared with Marion Gibbons, NAA Recruitment Chair.

It was strongly suggested that we have the University Scholarship Coordinator conduct a webinar on University Admission Standards. It was also discussed that FAMU's admission standards may be higher than several other Florida universities.

President Clark will arrange a teleconference call with the Provost to answer questions related to recruitment and admission standards.

Dr. Collins suggested that questions be sent in advance for the Provost to be prepared to answer on the call.

President Clark announced that he serves on the Committee for the Presidential Evaluation. He will share his and the trustees' evaluation after the University President has had a chance to read ahead. This was the first opportunity for an NAA President to serve on this committee at FAMU or any other state university.

Ms. Granderson, Dr. Caroline Jones, and General Leroy Bell warned against taking too strong a position against the University President, and focusing upon direct support organization issues and not university operational issues. President Clark promised to address those areas that do affect DSOs and alumni. Dr. Leila Walker expressed total confidence in President Clark carrying out the NAA mission in his capacity as an evaluation committee member.

The meeting adjourned at 9:57 p.m. EST

Regards,

Reginald J. Mitchell, Sr., Esq.

Reginald J. Mitchell, Sr., Esq.

Recording Secretary

