



Florida A&M University

National Alumni Association, Inc.

REGINALD J. MITCHELL, SR., ESQ.

RECORDING SECRETARY

NATIONAL OFFICES

P.O. Box 7351 • Tallahassee, FL 32314-7351

Website: www.famunaa.org

E-Mail: recsecretary@famunaa.org

Florida A&M University National Alumni Association (FAMUNAA)

Executive Board Minutes

Wednesday, May 4, 2016 8:00 p.m.

Executive Board Members Present:

Leroy Bell; Eleanor Carter; Greg Clark; Carolyn Collins; Carmen Cummings-Martin (Non-Voting); Jean Downing; Cassie Farmer; Regina Gardner; Tirrell Hamilton; Nicole Jones; Derris King; Charles Lewis; Skip McClemore; Thomas Mitchell; Reginald Mitchell; Juanita Moore; James Moran; Akunna Olumba; Yolanda Pinkard; Artisha Polk; Bob Porter; Kier Riley; Van Russ; Keith Shannon; Pat Shaw; and Mary Smith

Other Appointed Officers and Committee Chairs:

Apryl Freeman; Doris Hicks; Lenard Franklin; Carolyn Jones; Andrew Lawyer; Nichole Phillips; and Leila Walker.

Call to Order:

President Clark called the meeting to order

Invocation:

Chaplain Keith Shannon gave the opening prayer.

Roll Call:

The Recording Secretary took the roll and confirmed a quorum.

Agenda:

The agenda was approved unanimously.

Approval of the Minutes:

The Minutes were approved unanimously.

President's Report:

Action Item: President Clark wants to appoint a Historian to the Executive Board. The NAA needs to chronicle its history. He nominated Dr. Leila Walker. He officially wants to make a position of Historian to work with the Chapters. He also wants to appoint Ms. Marion Gibbons as Chair of the Student Recruitment Committee.

Tirrell Hamilton asked if the Historian was doing the duties of the Recording Secretary. The response was no.

Artisha Polk mentioned to add a position to the Board, we need to amend the Bylaws. There are named members of the Board.

Carolyn Collins mentioned that the President can appoint any ad-hoc committee and members.

The President can create ad-hoc committees, but we should amend the Bylaws to add a member to the Board.

Carolyn Collins moved to approve the recommended appointments by the President.

The motion is an ad-hoc appointment of Dr. Leila Walker as Historian (non-voting participant on the Board as Committee Chair), and Marion Gibbons as Student Recruitment Standing Committee Chair. **The motion was moved, seconded and passed unanimously.**

1VP Report:

Charles Lewis mentioned that we quickly approaching our National Convention in May in Tampa, Florida. The Convention will run from May 25-29, 2016. He recited the convention events. Registration numbers are up considerably. This will be the largest convention within the last 5 years. The hotel is sold out.

3rd Vice President Report:

Mary Smith gave an update on the Fundraising Committee Report. She discussed the SOS Scholarship Fundraising Project. She mentioned the need to purchase stamps to mail out solicitations.

Carolyn Collins asked do we have an emergency fund process or money on account at the post office to pay for stamps. The President stated that we do not have a process, but we do not have an account at the Post Office.

Carolyn Jones mentioned that Committee Chairs should submit an itemized budget, and if the item has been approved, then Chairs should not have to keep coming back to the Board for every approval.

An itemized budget was submitted in March that included stamps.

Reginald Mitchell mentioned that once the itemized budget is approved, then a voucher for the itemized line item that is within budget may be sent to the Financial Officers via the voucher process.

Juanita Moore stated that the Foundation mentioned if a chapter makes a donation to SOS fund they can include a letter to state that the donation should be distributed to all members of the Chapter and this will increase the University giving numbers.

After several discussions, Regina Gardner confirmed Andrew Lawyer's suggestion that a list of the Chapter members (Donors Roll). Carmen Cummings confirmed as well.

We will get a policy on Donor's Rolls in writing.

Corresponding Secretary's Report:

Artisha Polk reported that the NAA is seeking standardization of our correspondence to improve our image brand.

Treasurer's Report:

James Moran gave the Treasurer's Report for information purposes only.

Carolyn Jones mentioned that the Treasurer's Report should be more than the reporting of balances. There should be connection between the Financial Secretary's Report and the Treasurer's Report. Thus, we should see the transactions that the Financial Secretary received should be reflected as going into the Treasury, as well as all individual expenditures.

Carolyn Collins echoed the sentiments of Carolyn Jones.

Van Russ would like to see a beginning balance starting point on the reports.

Financial Secretary's Report:

Chapters were given until April 29, 2016 to update their monthly reports. She will update the information prior to the Convention. She will give revenues received per month in her monthly Financial Secretary's Reports. She gave her report for informational purposes only.

Florida Region Report:

Jean Downing discussed the Florida Region 2016 Annual Report. He highlighted that Florida has 10 new chapter presidents, vision of the Florida Region and future goals. The report was shared for informational purposes only.

Southern Region Report:

Yolanda Pinkard stated that her report went out with one update. They have 18 Chapters in the region. She gave her report for informational purposes only.

Chaplain's Report:

Keith Shannon discussed his Convention Report. He gave his report for informational purposes only. Carolyn asked could he provide flyers to get the information out to chapters.

Budget & Finance Committee:

Reginald Mitchell gave the report.

Action Item #1: Purchase of a Digital Recorder \$69.99

Carolyn Collins moved and Juanita Moore seconded a motion to approve the purchase. **The motion passed unanimously.**

Action Item #2: Independent Contractor Agreement for Regina Gardner \$12,000 for 8 Weeks of service to be paid bi-weekly.

Carolyn Jones asked how does this salary recommendation compare to fair market value. Did we do a market analysis?

President Clark mentioned that Dr. Nichole Phillips will chair a committee to analyze a long term solution. This is, however, a short term solution through June.

Dr. Carolyn Jones reiterated that we investigate as to whether we are in alignment with volunteer associations.

Nichole Phillips discussed the subcommittee next steps that will include a salary survey. Kimberly Carter, another education HR expert to recommend a salary.

Cassie Farmer warned that we should not assign tasks that are currently the duties of NAA Officers.

General Roy Bell reminded the Board that he was the no vote on the Committee because the recommendation lacked information on the term, quantity of work, conflict with other duties.

Regina Gardner was asked to give an overview as to what it will take her to get the NAA audit ready. She stated that she will have to get the files from the Foundation and reconcile the records and code them with QuickBooks. Voucher system needs attention. There is a 3-step process, as recommended by the auditor, which mandates a separation of duties.

Dr. Carolyn Collins asks that whatever we require of an independent contractor, that we do this for Regina Gardner.

Dr. Carolyn Collins moved that we approve the Fiscal Operations contract. **Robert Porter** seconded. **The motion passed with 3 abstentions from General Bell, Tirrell Hamilton, and Eleanor Carter.**

Action Item #3: History Book Committee \$2,200 Advance from their recommended budget to pay an Independent Contractor to compile the History of the NAA.

The History Book Committee wants the Board approve \$2,200 from the recommended \$6,700 Budget that the membership will consider to pay an Independent Contractor. Once the history is collected and placed in the books, the book sales should be self-supporting.

General Bell moved to approve the \$2,200 advancement to come from the current recommended \$6,700 History Book Committee Budget. It was seconded by Dr. Carolyn Collins. **The motion passed unanimously.**

Membership Committee Report:

Dr. Carolyn Collins recommends that we not continue the Graduation Fair at FAMU Graduation. There is too much going on and we are not accomplishing our goal. The Committee is considering sending a software link to graduates via e-mail. Getting hand written cards was cumbersome and the legibility of the handwriting was questionable.

They have created some talking points for Chapters to use to recruit members. Reviewing prototypes for Life Membership Pins. They are still trying to decide whether once the new pins are ordered if we will give existing life members the pins, or charge them for new pins.

They would like to have luggage tags for members as gifts for membership in lieu of membership cards. She attended the WORD Luncheon and got the word out about the SOS Scholarship. The information was presented for information purposes only.

Constitution and Bylaws Committee:

Action Item: Artisha Polk discussed the amendments to the Constitution and Bylaws. National Members voting at National Meetings was discussed. A final recommendation is to amend Section 12 to include a 6th Region (National and International Region).

Dr. Caroline Collins discussed amendment to the Constitution that she will send to the Committee Chair to prepare for discussion at the Convention.

Dr. Caroline Jones discussed her opposition to 5 years for subscribing life membership. Artisha Polk mentioned that the NAA is already allowing 5-year subscriptions.

Juanita Moore stated her opposition to monthly dues from members since members cannot remember what they paid. Members should pay their dues monthly to their Chapters. We currently don't have the technology to keep track of those payments.

The Foundation is currently equipped to take electronic payments. Future systems will be able to collect from a debit card, credit card or other electronic means.

Juanita Moore wants an additional statement added that we will take electronic payment once a payment system is in place.

Dr. Carolyn Collins stated that the website does not have an option for Student Life Membership.

Andrew Lawyer asked how do we confirm if the payer is a recent graduate. Carolyn Collins responded from the graduation book or through verification by the University.

Col. Robert Porter asked that had we finished the Constitution and Bylaws Report. He then suggested that we do so before we begin discussions on another report.

Governmental Relations Committee:

Dr. Carolyn Collins mentioned that her Committee meets monthly on the first Monday of every month from 8:00 p.m. – 9:30 p.m. She will submit a report with a detailed schedule.

They are working with the Black Brains Matter Task Force at bbm2.com. They are working with Past President Dr. Joseph Webster on that.

They are also meeting for FAMU Day at the Board of Trustees at the Hyatt Regency in Jacksonville, FL on June 11, 2016. There will be a Chat & Chew on the Friday before the meeting. There will be a retreat and other meetings on June 9-10 prior to the regular meeting on Saturday.

Distinguished Alumni Awards Gala:

Doris Hicks gave her report. There are twenty-three (23) honorees. She presented details as to the format of the program. She also detailed how she is regularly collecting funds and transmitting them to the Financial Secretary for this fundraiser.

History Book Committee:

Dr. Leila Walker presented the information on the History Book. They are chronicling the founders and the Presidents of the NAA. It is also a fundraising project because they have created revenue sharing with chapters. The Steering Committee has over 35 representatives of family members of the Presidents and members of the association. The School of Journalism has donated design services. She reemphasized the need to have a Historian on the Executive Board to chronicle the history of the FAMU NAA.

Alumni Story and Affinity Program Proposal:

President Clark is looking for opportunities to brand the NAA and bring in revenues. There is a proposal that the General Counsel has reviewed. There is more discussion to be had with Player

Sports. There will be an advisory Board to work with the vendor to develop FAMU NAA paraphernalia bringing a 15% revenue generation. He will bring the matter back when it is fully developed.

Time and Place:

Charles Lewis stated that the Committee is narrowing down the choices for the next 3 years of Conventions. The Committee is looking at the Northeast Region (Philadelphia and Baltimore), Southern (Atlanta and Birmingham) and Florida Region (Jacksonville and Orlando) for the 2017-2019 Meetings. The Committee will return to the next meeting with a final recommendation.

Good of the Order:

Dr. Carolyn Collins suggested that we get two (2) resolutions for rattlers that passed away. General Bell asked if the General Counsel has an update for the 990 matters. Akunna Olumba responded that we will present at the Convention. There is mass re-chartering needed. General Leroy Bell also suggested that the Financial Secretary add the purpose of the account on her reports so that donors know the purpose of each account in the chart of our accounts. Doris Hicks asked for the latest Certificate of Sales Tax Exemption.

President Clark asked all Board Members to get their Convention Reports ready by Tuesday of next week. Send all reports to the Recording Secretary in MS Word documents or MS Excel spreadsheets. The President plans to deal with all action items or hot button issues first on the agenda then non-action items last. Artisha Polk clarified that reports should be put in Times Roman 12 Font along with other formatting standards.

Dr. Leila Walker mentioned that FAMU Alumnus Alvin White, brother of Julian White passed away.

All committees and officers are to provide a report.

Adjournment:

Chaplain Keith Shannon closed the meeting with a prayer. The meeting adjourned at 10:42 p.m.