Simmons University AAEB Sept. 21, 2024 Meeting Notes

Attendance: Resolutions and Attendance Tracker 09212024

Karen Reviewed Goals and Priyal shared a request for meeting facilitator and notes takers going forward.

Discussed the formation of the Steering Committee going forward and recommendation put forth that a fundraising committee for the AAEB be formed. Main goals for the Steering Committee (Karen, Kaitlin, Fay and Priyal) include but are not limited to: Budget review, the AAEB 5013C status and fundraising strategies.

Review Budget and approval procedures Kaitlin Maloney 10:30-10:55

AAEB no longer receives funds from Liberty Mutual Insurance sales.

AAEB Budget reviewed and the following topics had requests to better understand the line items/re-evaluate the Company providing the services:

Bookkeeping hours and fees- Suggested vendors to look at Include: Rippling/ WIX/ Tech Soup and Zeffy (Zeffy accepts restricted revenue)

Internship fees cut from the budget- discussed the possibility of rebranding this and link with fundraising 125th Anniversary of the College

Morgan was not in attendance and recommended that she review the Awards line items Contractual agreements with the Accounting firm and evaluate the relationship

Guidelines for Disbursement and the Form for Disbursements was reviewed – the goal of this guidelines and process is to enhance the accountability of funds and transparency into the budget

Account balances: TDBank \$8271.25 / Vanguard: \$139,332.99

\$~46 K of expenditures slated for and approved 24" which comes from the Vangaurd account leave approximately \$93K in the account

125th **Anniversary update** – Enna provided a status update on the Reunion planning and shared the Schedule of Events and the DRAFT pricing

Volunteers update from Elaine:

- o Elaine encouraged the team to keep volunteers "Warm" and send any interested volunteers to Lauren Sterling in the Alumnae office.
- o High level need to start succession planning and developing committees
- o Working on a handbook for new directors

Student Outreach from Courtney:

- o Incoming students received Simmons Alumnae Pillow cases at orientation
- o Working with SGA/ Class Representatives for 2025 class on the Countdown to graduation
- o Working on an overarching Student Engagement Plan

Fundraising-Karen

- o Need an overarching plan and ID sources for fundraising. Liasing with the other Colleges of the Fenway might bring more buying power for travel clubs
- o Three Foundations that offer grants to support Alumnae Associations were identified. Dollar values range from \$5-10K- AAEB could apply for the 25"-26" year. VOLUNTEERS Needed to work on the grant application.

- o PAVERS: opening of the LLC will bring an availability of ~2300 brick pavers to sell @ ~\$250/ brick. Yeilding an opportunity for ~\$20,000 USD profit if 200 bricks were sold.
- o The board needs to model good stewardship and make donations to AAEB. Proposal: If graduated before 2010 please make a \$125 USD Donation. If graduated after 2010 please make a \$25-50 USD donation to the AAEB
 - § Everyone was reminded when making the donation to specify the AAEB. Donations needed by OCTOBER 9, 20204

Resolutions: • Resolutions and Attendance Tracker 09212024

- o Recorded by Kaitlin and Read by Karen-
 - § Finance Budget passed and proposed guidelines in motion
 - § Steering Committee proposed the renaming of the AAEB internship

FINANCE:

09-24-01: The AAEB approves the 24-25 budget as presented.

09-24-02: The AAEB adopts the recommended Pre-approval Guidelines and form as presented and will update the By-laws to reflect these additions

STEERING COMMITTEE:

09-24-03: The AAEB renames the internship program as Gwen Ifill Paid Internship in partnership with the Ifill College. The AAEB further resolves to accept restricted donations to fund the program annually @ 7,500. Annual activity will be published and distributed as part of the Annual Report of the Board at the end of the fiscal year.

09-24-04 The AAEB approves the use of AI note taking during the Board meetings and identifies an independent note taker and facilitator for each meeting.

09-24-05 The AAEB approves the minutes from the June meeting with the necessary corrections.

Recording Link: ■ September AAEB Board Meeting – 2024/09/21 09:47 EDT – Recording