



# NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS

## **NAGPS Board of Directors Meeting Sunday, 26 July 2020 7:00pm EST/4:00pm PST**

**Present:** President- Brad Sommer; Vice President- Fang Zhang; Director of Finance- Paul Welfer; Director of Administration-Kendall Scarlett; Director of Communications- Diane Lieu; Director of Legislative Affairs- Gary Wilkins ; Director of Outreach- Vinnie Amato; Director of External Affairs- Kristofferson Kulmer; Director of Employment Concerns- Alex Seto; Director of International Student Concerns- Madhan Arulanandam ; Director of Social Justice Concerns- Gwen Chodur; Midwest Regional Director- Paulina Alatraste

**Absent:** Northeast Regional Director; Southcentral Regional Director; Southeast Regional Director; Western Regional Director- Will Carrasco

Meeting called to order at 7:05 PM EST.

### ProTrac:

- 1) Approval of June [Minutes](#)
  - a) Motion to approve by Paul. Seconded by Gwen. No opposition and passed unanimously.
- 2) Approval of June Agenda
  - a) Motion to move LAD agenda item up in the agenda (item #3) and moving all others down by Beth. Seconded by Paul.
  - b) Approval of agenda as it stands now. No opposition.
- 3) [LAD Update](#) - Gary, Beth, Ellie
  - a) Please check over and send feedback by Friday. Need to publicize as soon as possible.
  - b) Idea: Maybe include the information in a followup to Leadership attendees.
  - c) Paul mentions we need to contact the hotel before we publicize. In addition, do we want to release all the info at once? We would need to approve the pricing, etc. before.
  - d) Once we contact the hotel, etc. we can advertise (first week in August, NO LATER THAN AUGUST 8th!). This week we can send out a save the date for the actual event.
  - e) Motion to approve LAD as virtual format by Paul. Seconded by Gwen. No opposition made.

- f) Kris asks Paul if we should send out all stats for most recent virtual events to the Fin and Fun committee. Paul doesn't think the committee will argue this budget and maybe make a friendly amendment, good to get feedback
  - g) Motion by Paul to approve an LAD event budget of \$50 expenses and revenue of \$1500, along with member rate (\$25) and non-member (\$35) with Fin and Fund advice. Seconded by Gwen. No opposition.
    - i) Note: This budget was already discussed with the legislative group previously.
    - ii) Question on motion: Does this proposed budget meet within membership amendments and do they need to approve?
      - (1) Answer: This complies with the annual budget and LAD line items and would not need amendment from membership.
- 4) NAB Update - Brad, Fang, Paul
- a) Topics
    - i) Discussion of NAB's influence on NAGPS and the NAB's suggestions that NAGPS "don't follow" (i.e., administrative assistant, union reps).
  - b) Ideas
  - c) Conclusion on further participation
    - i) Recommendation to use them for continued advice and maybe have an alumni group instead.
  - d) Alumni committee instead?
    - i) Kris makes a point about us wanting to have more recent alumni involved in NAGPS separate from the NAB. In addition, maybe look for expanding the advisory board.
- 5) Taxes and Corp Update - Paul, Brad, Fang
- a) Stan needed more information from us in regards to our taxes. We went back and found previous paperwork in google drive that we sent to Stan.
  - b) We also found that NAGPS had an ombudsman with more information. Will continue to look through this account and drive for more information.
  - c) The original deadline (Aug. 15th) was moved to November due to formalities of when the revocation of NAGPS was published to the IRS website (within 15 months).
  - d) Motion to authorize the signatories to spend up to \$5000 to resolve NAGPS tax and corporate filing. If the expense exceeds \$5000, the board will need to authorize these expenses. Vote made. Passed by BoD.
- 6) Finance Update
- a) Refer to reports submitted under separate cover
  - b) During the month, the following is the financial condition of the Association. (Figures reported as of Jun'20 EOM\* unless otherwise indicated.)
    - i) Total expenses: \$16.17 MTD, \$7,003.29 YTD.
    - ii) Total revenue: \$138.53 MTD, \$3,675.81 YTD.
    - iii) Assets: \$147,797.22 (including Endowment, Old National Bank, PNC and Paypal. \*Note: Endowment reported as of 6/30/20).
    - iv) Liabilities: \$0.00 (including Capital One credit card).

- v) Net Balance: \$147,797.22.
  - vi) The Association is cash flow negative YTD. Jun'20 MTD is cash flow positive. Interest and fees accrued on debt is \$0.00 YTD.
  - vii) Endowment dividend income is \$321.59 YTD. Capital gains reinvested is \$0.00. Endowment fees are \$1,102.11 YTD. Endowment rate of return is - 5.80% YTD.
- c) Corporate and Tax Filing
- i) IRS website indicates that the 501(c)(3) status of the Association was revoked on 5/15/19 and revocation posted on 8/4/19. Timely tax filing and reinstating 501(c)(3) status must be a top priority of the Association. Provided SW Hall with 2016-2019 available financial records and bank statements. SW Hall aims for completion of filing by end of July.
  - ii) Office of Attorney General for the District of Columbia notified NAGPS of audit concerns via letter dated 9/27/19. Per NAB recommendation, referred matter to SW Hall for resolution. SW Hall advised NAGPS to seek legal counsel. Dave Zook of NAB to research and advise.
- d) Reconciliation
- i) Ongoing reconciliation of unauthorized expenses identifies 2017 Director of Finance/2018 President's personal charges not related to official business of NAGPS. Any personal charges incurred must be repaid immediately. NAGPS accounts cannot be used for personal transactions. No further payments received since last demand letter sent in attempt to recover assets.
  - ii) Further review of account reconciliation is advised. NAGPS financial statements need to be restated for the years under review. A complete review by an independent third party or forensic accountant along with NAGPS membership oversight is recommended.
- e) All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
- 7) Leadership [Recap](#) - Fang (and any BoD attendees)
- a) Motion to extend Leadership discussion to 20 minutes. Seconded by Paul.
  - b) Attendance
    - i) actual vs registered
      - (1) 125 people registered for the event from 18 different schools
      - (2) Only 107 paid on the Eventbrite
      - (3) Attendees will receive certificates, recording of the event (in addition for those that missed it), and a follow up survey (hoping to send out by this Wednesday).
      - (4) Discussion:
        - (a) Paul asks Fang about how long it took to plan for this event and if we could extend it to multiple online access events a year?

- (b) Overall it didn't take as much time to plan this event and this would be a great opportunity to engage with our members.
    - ii) Schools represented
  - c) Finance aspects/Fees collected
    - i) \$35 expense for Zoom upgrade, 120 tickets, \$1215 revenue
    - ii) Motion to authorize expenditure for Zoom large meeting upgrade (approx. \$35) for Leadership Academy by Paul. Seconded by Kris.
    - iii) Motion to extend time for Paul by a maximum of 5 minutes. Seconded.
    - iv) Motion for the coordinator or designee of each event/program shall present an after-action review to the Board of Directors at the Board meeting following the conclusion of the event/program, including:
      - (1) Description of event/program
      - (2) Planned vs actual headcount of participants
      - (3) Planned vs actual expenses and revenues
      - (4) Outcome of event/program
      - (5) Lessons learned\*\* Report will be submitted in writing and made available for future Board reference and/or upon request by any member of the Association; and recommend incorporation of this motion as a proposed Bylaw.
      - Seconded by Fang. No opposition to motion.
  - d) Outreach Goals - Vinnie, Paulina, Jack
    - i) Some ideas will be included in follow up survey to help with future events.
- 8) NatCon Update - Fang
- a) UNT met with admin and determined that event will most likely be held virtually. Paul, Brad, and Fang will work with UNT moving forward on budget, etc.
  - b) Question: Where are we on 2021 bids?
    - i) We will be sending something out soon along with the President's report at the end of the month.
  - c) Kris proposes for us to think about what nominations, amendments, resolutions, etc. procedure will look like prior to NatCon and then get the membership to agree prior to the conference.
- 9) AGIA Update - Kris
- a) [Updated Proposal](#) Vote
    - i) This proposal has already been vetted and discussed with Dave Zook (for legal review). Both Dave and Matt Cooper gave us input for this type of partnership. In addition, this has been sent out to the members previously for feedback and no feedback was given.
  - b) [FAQ](#)
    - i) Motion to extend discussion by 3 minutes. Seconded.
  - c) Motion to approve (vote) partnership with NAGPS under contract provided by Kris. Seconded by Paul.
  - d) Motion to extend overall meeting by up to 15 minutes by Paul. Seconded by Kris.

- e) Motion for the Board to create an ad hoc committee to recommend an information privacy policy for use and sharing of member information with and by NAGPS, its agents, partners, vendors, and/or other third parties by Paul.  
Seconded by Alex.
- 10) Marriage by Degrees [Proposal](#) - Kris
- a) Discussion of proposal by Kris. Referred to attached proposal for details. This will be passed onto the Fin and Fun committee for further review and discussion.
- 11) Advocacy Update - Gwen, Madhan, Alex
- a) Final Title IX rule changes coming up and universities will provide feedback.
  - b) Coalition push for basic needs for HEA including graduate students.
  - c) Mention of events occurring in Portland and keeping an eye on these.
  - d) Discussion of previous ICE ruling about international students taking online classes and drafting of a statement to send out.
- ~~12) Regional Updates - Jack, Paulina~~
- 13) Strategic Plan [Update](#) - Brad
- a) Discussion of strategic plan being moved to next year based on current climate.
- 14) ProTracc - Fang
- 15) New Business
- a) Director of Compliance/Ombuds
    - i) Motion that the Board explore and pursue the creation of a Director of Compliance/Ombuds, with responsibilities to be suggested by the Bylaws and or other Committees. Motion by Paul. Seconded by Kris.
  - b) Director of Student Wellness Concerns idea
- 16) Open Floor
- 17) Check In
- 18) Adjourn
- a) Motion to adjourn. Seconded by Paul. Meeting adjourned at 9:16 EST.