

**NAGPS Board of Directors Meeting  
Sunday, 25 October 2020  
7:00pm EST/4:00pm PST**

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**Attendance:**

Meeting called to order at 7:02 PM EST.

**ProTrac:**

- 1) Approval of [September Minutes](#)
  - a) Motion to approve September minutes made by Madhan and seconded by Vivek.
- 2) Approval of Agenda
  - a) Motion to approve agenda by Paulina and seconded by Vivek. No opposition and agenda is approved.
- 3) NatCon Updates - Fang (at least 30 mins, subject to possible extension)
  - a) Ticket Update - Paul and Kendall
    - i) We currently have 59 tickets purchased from a variety of schools around the country. Due to contract agreement with UNT, they will be registering for many tickets (~100) with the Eventbrite fees. Fang will be working with UNT to get this figured out and completed.
    - ii) If you have already registered and paid for a ticket, please reach out to Paul and Kendall for refund.
    - iii) Fang will be taking care of those that registered without exact names. He has made a list and will finish reaching out to get this completed.
    - iv) We have a few nonmembers registered and this serves as a good outreach point.
  - b) Budget - Paul
    - i) UNT has confirmed their host contribution for \$5000 to NAGPS. From a ticket standpoint, we are looking good with basically hitting our budget. Sent UNT the agreement for hosting (waiting to be signed) including number of comp tickets, extension for purchasing additional tickets at early bird rate, and other benefits for hosting.

- c) BoD Nominations - Fang/Brad
  - i) Just as a reminder, it is good practice for the board to encourage others to run for positions both within and outside of the board. If you haven't thought about rerunning, please do so now. Reach out to anyone you may think would be a good addition to the BoD.
  - ii) Currently we have three nominations for BoD positions! Encourage others to run.
- d) Advertising - Diane, Kendall, Chenxi
  - i) Once we have the schedule set, we plan on sending out more features about the speakers and information for the event.
  - ii) The schedule will be finalized soon (wednesday) but using the information for promotional material could help increase ticket sales.
  - iii) Kendall/Kris will work on creating a folder with all the NatCon resolutions, nominations, etc. for people to access. Further discussion of whether to put it directly on the website and require access or just on the website.
  - iv) Brad mentions we should put it in the membership portal and then once we have the direct info for attendees we could send them a email with the info. We need to decide by the end of the week for what we would like to do (Fang and Kendall will work on this).
- e) Outreach - Vinnie, Parul, Jack, Paulina, Vivek, Kaashifah
  - i) What are the plans for those that have registered and are not members?
    - (1) Maybe putting link in agenda for membership packet
    - (2) Staying directly on the line after meetings for people to interact and learn how to join/talk with Vinnie and Parul about NAGPS.
    - (3) Vivek discusses how he sends out the benefits of joining NAGPS and info with information about NatCon.
    - (4) If GSO's are not formed on campuses, we could also reach out to individuals for individual memberships but we need to make sure to follow up with these folks from year to year. Maybe even reach out to grad student centers from schools if no GSO's exist.
    - (5) If using CRM for contact emails with individuals, etc. please use this [form](#). Also, you can see what has been submitted [here](#). This would be a good time to try out the system Diane has developed for us.
  - ii) Discussion of how organizational membership works with primarily only GSO's being targeted.
- f) Chair/RRO - Brad, Fang, Jack
  - i) UNT is able to provide us with a Parliamentarian, but currently we don't have any interest in the chair.
  - ii) As of right now, if we don't have a chair by the event, Brad has decided to be the chair for the event.
- g) Meeting Logistics

- i) We will be having a trial run with zoom after the Presidential election and before NatCon so we can figure out all the functions and work with the zoom before the weekend.
  - h) Election of DOC, DOA, DOO, DOC, Advocates - All
    - i) These positions are usually voted on separately from the other positions and do not have to be in person directly.
    - ii) Gwen discusses how her GSO has done this before with discussion of doing voting by email (only sending it to one registered person per school) and using a qualtrics system for voting.
    - iii) Discussion of possibly extending time frame and then cutting off votes at a certain point.
  - i) Resolutions - All
    - i) If you have ideas for resolutions, please feel free to send them. AND don't forget to fill out the whenisgood voting for us to meet to discuss this.
- 4) NAB Update - Brad
  - a) November 8th ExCom meeting is the last meeting before NatCon and will possibly be a full board meeting for finalizing things.
  - b) Chair of the advisory board, Matt, and dave zook were not there for the meeting. Gave them a general update of what is going on and to attend NatCon if they can.
  - c) We are hoping to get a response for DC audit from dave zook soon.
  - d) If there are any people you can think that would be good candidates for our advisory board, please reach out. They need to be involved in NAGPS in some sort of capacity (i.e., administrator at member school) and we are looking to add more diversity.
- 5) Finance Update - Paul
  - 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 Sep'20 EOM\* unless otherwise indicated.)
    - i) Total expenses: \$59.00 MTD, \$8,845.68 YTD.
    - ii) Total revenue: \$6,895.27 MTD, \$13,972.34 YTD.
    - iii) Assets: \$161,273.65 (including Endowment, Old National Bank, PNC and Paypal. \*Note: Endowment reported as of 9/30/20).
    - iv) Liabilities: \$59.00 (including Capital One credit card).
    - v) Net Balance: \$161,214.65.
    - vi) The Association is cash flow positive YTD. Sep'20 MTD is cash flow positive. Interest and fees accrued on debt is \$0.00 YTD.
    - vii) Endowment dividend income is \$728.41 YTD. Capital gains reinvested is \$0.00. Endowment fees are \$1,636.41 YTD. Endowment rate of return is -2.15% 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 provided 2016-2018 IRS 990 forms and IRS 1023 application for review on 8/22/20. Executed agreement with SW Hall on 10/21/20 to file 2019 tax forms.

- ii) Office of Attorney General for the District of Columbia notified NAGPS of audit concerns via letter dated 9/27/19. Dave Zook of NAB to research and advise. No updates.
  - 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) Membership renewal invoices sent to organizations on 9/3/20. Second notices sent on 10/2/20. Third notices sent on 10/22/20.
    - i) 21 non legacy, 12 legacy, 1 affiliate, and 8 individual members as of right now!
  - f) Prepared 2021 NAGPS budget, reviewed with Finance and Fundraising Committee, approved by Board of Directors for membership ratification.
  - g) Prepared 2020 National Conference budget, reviewed with Finance and Fundraising Committee, approved by Board of Directors. Negotiated agreement with University of North Texas; await execution.
  - h) Closed Capital One credit card account.
  - i) Per Board of Directors vote on 10/11/20, executed \$9,000 endowment contribution.
  - j) Identified unclaimed funds from prior years escheated to District of Columbia; initiated claim for recovery.
  - k) All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
  - l) Paul recommends that we have some sort of third party bookkeeper and auditor that can be in charge of our books for future BoDs.
- 6) LAD Recap - Beth
- a) Beth is currently not here for updates.
- 7) DHS - Gwen and Madhan
- a) call/message congress
  - b) Comment will be submitted tomorrow  
[https://docs.google.com/document/d/1qKeuhyhnwzxuxmZB45DN3Tn\\_SaDRvO8uo9vbOx5jaY0/editDHS\\_ruling\\_comment?usp=sharing](https://docs.google.com/document/d/1qKeuhyhnwzxuxmZB45DN3Tn_SaDRvO8uo9vbOx5jaY0/editDHS_ruling_comment?usp=sharing)

- Motion to approve by acclamation from Vinnie. Seconded by Gwen with no opposition.

8) Partnerships - Kris

- a) Kris will reach out to UNT and discuss possible sponsors/partnership information.

9) Outreach - Vinnie and Parul

- a) Vinnie mentions it might be worth it to have more outreach meetings specifically for regional focused messaging.
- b) Parul has sent out emails have been sent out to MW and SE region schools. In addition, Parul has looked for SC schools for Vivek to reach out to.
- c) Further discussion of outreach efforts from the regional directors.

10) Comm Schedule - Diane and Chenxi

- a) Later.com - For social media platforms, scheduling our social media content and publishing it automatically at the golden hours (10a.m. & 8p.m.) of the day. There is a marketing platform called Later. Free for individuals, 30 posts per social profile each month.
- b) Tracking Links Results (NatCon)

Link Name	Visits	Tickets Sold
<a href="#">mailchimp</a>	28	7
<a href="#">facebook</a>	46	0
<a href="#">instagram</a>	10	1
<a href="#">twitter</a>	203	2
<a href="#">directcommunication</a>	10	4
<a href="#">unt</a>	1	0
Total	298	14

- c) Discussion of other emails that need to be sent including Paul's quarterly finance report and President's letter to membership.

11) Response to Kent State (et al) - All

- a) Original Email:

"Thank you for reaching out to us with your concern. We really appreciate it.

We decided to discontinue our membership with NAGPS this year because of a few different reasons:

1. We hadn't been highly involved over the last few years and didn't see our use of money for NAGPS (which could go to awarding graduate student research and travel) as beneficial anymore.
2. We were also concerned about substantial budget cuts to the Senate this year due to overall university struggles in the midst of the pandemic. We thought this would be a good time to use our financial resources toward student resources rather than affiliation with an organization we hardly use.
3. After the issues NAGPS had a couple of years ago with embezzlement, we thought it best to distance ourselves and give NAGPS time to recover from that and make sure that nothing along those lines happens again. We didn't feel comfortable being associated with a group in which that happened.

Even with these reasons, we realize that a new board, time, and changes across the organization could make it worthwhile for us to reconsider our decision in the future. If you have any new information for us regarding how NAGPS is being run, what opportunities there are for us, or any of the like, please let us know. We'd love to hear why continued membership would be beneficial for Kent State University graduate students.

Thank you again for making contact with us, we really do appreciate it. We look forward to hearing from you!

- Kent State University Graduate Student Senate Executive Board“

- a. Look at developing a response for institutions that decide not to renew (especially for those that will not renew due to previous BoD issues)
- b. Vinnie brings up the idea of having a reconciliation ppt to give to these schools for future communications.
- c. As for a reply, Fang mentions that we should write about what we have done after this issue occurred and to meet with these GSO's in a general hall type meeting for open discussions.
- d. Paulina discusses potential reasons why they have responded the way they have and potential moves forward to address this email. Paulina will begin working on a draft email and then send to Brad for additions.
- e. Madhan asked a question about how many of these disengagements are from new student organizations or from previous members. Further discussion of continuation of issues stemming from a few individuals.

#### 12) Post NatCon Plan - Brad and Fang

- a) There will be a series of transition meetings after NatCon for current BoD members with new BoD members.
- b) Motion by Paul to extend meeting by 10 minutes. Seconded and no opposition.

#### 13) New Business

- a) LSU Indian Student Association

- i) The LSU Indian Student Association has reached out to us on facebook. Currently, they do not have a GSO that can be members of NAGPS. They could be an affiliate membership; however, maybe reaching out to them for individual memberships may be the best bet for now.
  - ii) Discussion of who is eligible for membership including anyone that is a graduate student. Further discussion of possible future 'how to' for students. Alex brought up a possible new category of membership that represent student orgs that don't represent all grad students at a university.
  - iii) Motion to extend meeting for 10 minutes by Paul. Seconded by Gwen.
  - iv) As long as a GSA at a university is not excluding people, but instead there are groups not included due to other university reasons (e.g., funding).
- b) [Membership Survey - Alex](#)
- i) Wanted to get everyone's input on the membership survey. Please look at the link and give feedback!
  - ii) Discussion of idea of incentives for completing the survey and potential advertisement for NatCon. Ideally would like to figure out plans prior to NatCon. Alex is in need of survey approval and budget for incentives.
  - iii) Motion to allocate \$100 of discretionary spending for committee to spend on marketing survey by Paul. Seconded by Gwen. Motion passes.
- c) NAB Nominations-Paul
- i) Motion to nominate Kaylynne Glover to NAB from Paul. Seconded by Gwen. Motion passes unanimously.

14) Open Floor

15) Adjourn

- a) Motion to adjourn and seconded by Paul. Meeting adjourned at 9:21 PM EST.