

NAGPS Board of Directors Meeting

Sunday, 22 November 2020

7:00pm EST/4:00pm PST

Join Zoom Meeting

[://zoom.us/j/418594024](https://zoom.us/j/418594024)

Meeting ID: 418 594 024

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Attendance:

Meeting called to order at 7:03 PM EST.

ProTrac:

- 1) Meet and Greet - Introductions
 - a) General introductions of 2020 BoD members followed by 2021 BoD elect.

2020 Board Agenda

- 1) Approval of October [Meeting](#)
 - a) Motion to approve made by Gwen. Seconded by several BoD members. No opposition to minutes.
- 2) Approval of Agenda
 - a) Motion to amend the agenda to move the election of SERD to from 8 to 3 on the list by Gwen. Seconded by Jack.
 - b) Motion to approve the current agenda. Seconded and set by the BoD.
- 3) Southeast Regional Director - Brad
 - a) Unfortunately the SER did not have quorum at NatCon and so therefore the position remained open to be filled.
 - b) Sudipta Saha introduces himself. He is the current GSA representative at the University of South Carolina and is excited to do his part in this association and in his own graduate association. He would like to make a university retreat for his region along with forming a solid team (regional board).
 - i) Questions:
 - (1) Q: The Southeast has low participation. What message would you have for members of the Southeast to involve them in the Association?
 - (a) He wants everyone to know that we need to be able to “beat our own drum” otherwise our voices and issues will not be heard and solved.

- ii) Discussion of candidate.
 - (1) A previous resolution was mentioned regarding the election of empty seats on the BoD. At this point, we can appoint someone in the position, but that position can be ratified/reauthorize by the new board at the beginning of Jan.
 - iii) Vote occurs. 14 for, 0 against. Candidate is elected.
- 4) NAB Update - Brad, Fang, Paul
 - a) Topics included:
 - i) Discussion of future meetings including the VP and DoF on the NAB calls for clarity, etc.
 - ii) Update on National Conference to the NAB.
 - iii) Further discussion of adding K. Glover to the NAB occurred and she was accepted by NAB today!
 - iv) Further discussion of a paid administrative position. Current candidate, along with others were directly recommended from advisory board. Brad discusses having the outgoing board help decide/work on filling this position.
 - (1) Gwen mentions that it would be good for us to publicize this whether it be in the President's letter, etc. Madhan mentions using something like a LinkedIn NAGPS account. Further discussion of opening this up to the general membership possibly in conjunction with LL or follow up NatCon emails.
 - (2) Brad discussed an approx. timeline of 2-3 weeks.
- 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 Oct'20 EOM* unless otherwise indicated.)
 - i) Total expenses: \$630.39 MTD, \$9,765.22 YTD.
 - ii) Total revenue: \$7,206.11 MTD, \$21,467.60 YTD.
 - iii) Assets: \$166,430.61 (including Endowment, Old National Bank, PNC and Paypal. *Note: Endowment reported as of 10/31/20).
 - iv) Liabilities: \$0.00 (including Capital One credit card).
 - v) Net Balance: \$166,430.61.
 - vi) The Association is cash flow positive YTD. Oct'20 MTD is cash flow positive. Interest and fees accrued on debt is \$0.00 YTD.
 - vii) Endowment dividend income is \$843.68 YTD. Capital gains reinvested is \$0.00. Endowment fees are \$2,220.16 YTD. Endowment rate of return is -3.53% YTD.
 - c) FY 2018-2020 figures are restated per format and categorization of SW Hall tax accountants: (1) extraordinary expenses and revenue include IPP reconciliation; (2) E5.1 splits into E5.1.1 Bank Fees/Interest, E5.1.2 Endowment Fees, and E5.1.3 Processing Fees (PayPal); (3) R2.4 splits into R2.4.1 Endowment Dividends/Capital Gains and R2.4.2 Endowment Long Term Capital Gains; and (4) R1.1 Individual Member Dues and R1.2 Organizational Membership Dues

include gross payments to PayPal. (Previously, R1.1. and R1.2 reflected net payments from PayPal, and PayPal fees were not included in E5.1.)

- d) 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. 2016-2018 IRS 990-EZ tax forms filed on 11/6/20. IRS 1023 tax form filed with \$600.00 user fee payment on 11/16/20. 2019 IRS 990-EZ tax form filed on 11/16/20.
 - 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.
- e) 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. Financial restatement (See above) identifies \$3,733.14 outstanding asset recovery claim.
 - 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.
- f) Presented finance update during National Conference. Membership approved 2021 budget and 2021 membership dues increase on 11/14/20.
- g) All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
- h) Bank Accounts
 - i) Motion to approve closing the Old National Bank checking account by Kris. Seconded with no opposition. Motion passes.
 - ii) Motion to approve opening an investment savings account at PNC Bank. Seconded by several BoD members with no opposition. Motion carries.
 - iii) Motion to approve transferring \$15,000 to the new PNC Bank account. Seconded and vote occurs. Motion passes.
 - iv) Motion to set Rainy Day fund cap at \$15,000 for FY 2020. Seconded and vote occurs. Motion passes.
- 6) Tax and Nonprofit Updates - Brad and Paul
 - a) The appropriate forms have been filed and paid. All of the taxes are now filed and we will be waiting to hear back from the IRS.
 - b) DC Attorney General's audit: Dave will help us with this. We need to send him the appropriate paperwork.
- 7) University of Florida Update - Paul and Vivek

- a) Discussion of email received from grad students from UF dealing with important housing issues. They are currently not members of NAGPS but have received our information packet. Vivek will follow up with them on this to see if there is anything else we can do to help.
 - b) A question was raised as to why we couldn't help them anyways (even if they are not apart of NAGPS, etc.). Further discussion about us giving our support in whatever way we can (i.e., advocacy).
 - i) David mentions how this could be a good opportunity to show members (and others) the benefits for working with us on something like this.
 - ii) Gwen discusses that if it's within our capacity (and not in direct conflict with the bylaws or current priorities) we should go forward and help.
 - iii) Brad mentions we should just see how this situation develops on their end and possibly reach out to others that have been in a similar position for further advice and information.
- 8) NatCon [Recap](#) - all
- a) Zoom recordings (Tiffany will upload the rest on Monday)
 - i) Will be put on the website by Kendall and Kris ASAP.
 - b) Presentations (Fang will remind presenters on Monday)
 - c) Election results
 - d) Updated bylaws ([resolutions](#))
 - i) Will be updated on website by Kendall and Kris.
 - e) Minutes
 - i) Reviewing recordings, can finalize and send out before Thanksgiving
 - f) Non bylaw [resolutions](#)
 - g) Follow-up survey
 - h) Membership survey - Alex
 - i) 99% Ready to go
 - ii) Edit form:
 - (1) <https://docs.google.com/forms/d/1HQDc9IjFOa1MNAeI5DFpvMxMqnTnoMTXbRvm9paW2A4>
 - iii) View form:
 - (1) https://docs.google.com/forms/d/e/1FAIpQLSd_iRXs25BKk8OAVOUMjFwWIkdyNbV5Ha6ERX_MODIugFA-5w/viewform?usp=sf_link
- 9) Administrative Coordinator Position - Brad et al
- a) Already addressed previously. We will keep this open for another few weeks and be advertised with Nat Con follow up, etc.

10) New Business

11) Adjourn

2020 and 2021 Board Agenda

- 1) Transition - Brad and Fang
 - a) Transition Documents - 2020 Board
 - i) Including all board reports from current BoD members
 - b) Goals and Plan for the Year - 2021 Board

- c) Transition Meetings - Brad and Fang
 - i) 1-on-1 (Predecessor and Successor)
 - (1) This can be done offline!
 - ii) Groups (By Committee/Topic)
 - iii) New Board with Brad and Fang
 - (1) Brad will send out a whentomeet for a future meeting.
- 2) Announcement for Rest of the Year - Brad
 - a) Wrap up with end of the year duties including NatCon follow ups, etc.
 - b) Look out for polls and surveys for the end of the year.
- 3) Motion to adjourn at 8:50 PM EST. Seconded.