

**NAGPS Board of Directors Meeting
Sunday, 20 December 2020
7:00pm EST/4:00pm PST**

Join Zoom Meeting

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Meeting ID: 418 594 024

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Attendance:

Meeting called to order at 7:05 EST.

ProTrac:

- 1) Approval of [November Minutes](#)
 - a) Motion to approve by Gwen. Seconded by Alex. No opposition to minutes.
- 2) Approval of the Agenda
 - a) Motion to approve the meeting agenda by Paul. Seconded by Alex. Motion passes and agenda is set.
- 3) Meet and Greet - Introductions
- 4) 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 Nov'20 EOM* unless otherwise indicated.)
 - i) Total expenses: \$663.32 MTD, \$10,428.54 YTD.
 - ii) Total revenue: \$5,234.51 MTD, \$26,702.11 YTD.
 - iii) Assets: \$182,756.75 (including Endowment, Old National Bank, PNC and Paypal. *Note: Endowment reported as of 11/30/20).
 - iv) Liabilities: \$0.00.
 - v) Net Balance: \$182,756.75.
 - vi) The Association is cash flow positive YTD. Nov'20 MTD is cash flow positive. Interest and fees accrued on debt is \$0.00 YTD.
 - vii) Endowment dividend income is \$907.38 YTD. Capital gains reinvested is \$0.00. Endowment fees are \$2,220.16 YTD. Endowment rate of return is 5.34% YTD.
 - c) Corporate and Tax Filing
 - i) Submitted \$4,050.00 payments to SW Hall for preparation of Form 1023 for Retroactive Reinstatement of Recognition of Exemption under 501(c) 3 of the Internal Revenue Code, and for preparation of 2016, 2017, 2018,

and 2019 Form 990-EZ Short Form Return of an Organization Exempt from Income Tax.

- 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 is investigating accordingly.
 - iii) Submitted payment to InCorp Services, Inc. for Alabama registered agent service.
- 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. Financial restatement 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.
- e) Per agreement with University of North Texas (UNT), submitted \$5,000.00 invoice for National Conference host contribution. Payment from UNT is pending.
- f) Banking and Investments
- i) Per Resolution to Establish a Rainy Day Fund as approved by the membership on 11/15/20 and per Board of Directors votes on 11/22/20, opened money market account on 12/16/20 at PNC Bank with \$15,000 initial deposit. Finance and Fundraising Committee voted on 12/16/20 to establish \$15,000.00 cap for the Rainy Day fund in FY 2020.
 - ii) Per Resolution to Specify Location of Surplus Revenue approved by the membership on 11/15/20, Finance and Fundraising Committee voted on 12/16/20 to invest \$8,000.00 into the endowment.
 - iii) Per Board of Directors vote on 11/22/20 to close Old National Bank dormant account, submitted notarized reactivation request form on 12/17/20 to facilitate balance transfer and close account.
- g) Asset Management
- i) Submitted notarized unclaimed property affidavit to District of Columbia Office of Finance and Treasury on 12/18/20 to recover escheated assets from prior years.
 - ii) Conducted physical asset inventory of NAGPS. Property is in the physical custody of Brad Sommer, NAGPS President, at 5551 Centre Ave, Apt 605, Pittsburgh, PA 15232.
- h) All officers are reminded to submit monthly FLASH reports including anticipated expenses and revenue by the 20th of each month.
- i) Motion to approve \$8000 investment into the endowment

- i) Motion to approve by Gwen. Seconded by Alex. Voting occurs due to majority needs. Passes.
- 5) NAB Review - Brad
 - a) Kaylynne Glover (our new NAB advisor!) brought up the idea of us creating a special assistance position focusing on FOIA (Freedom of Information Act). This could be a special assistant position related to Outreach or even External Affairs.
 - i) Kris chimed in and mentioned that it would have to depend on the goals of the position, etc. which position it would be under.
 - b) The NAB would like to have more information regarding terms of NAB members and to officially decide because there is confusion.
 - c) Nik Repak has sent Brad emails about the Grad Crisis Hotline. Discussion of us sending it to our members and other larger graduate and professional student groups. Diane will work with Brad to send this out soon, and we will plan on putting on social media to share.
- 6) Appointing 20201 Board Members to Positions Currently Vacant - Brad
 - a) Seeking motion to place both DoLa and DoO on the board now by Brad. Motion made by Paul and seconded by Kris. Motion passes!
 - i) DoLa
 - ii) DoO
- 7) Introduction of Paid [Administration Position](#)
 - a) This position was developed and tasked with the following:
 - i) To maintain and curate records for the Association, including but not limited to the standardization of nomenclature and format, storage and accessibility, within the Association's Google Drive and other storage systems;
 - ii) To work with the Director of Communication to maintain the Association's MailChimp (listservs) membership and prospect database (and vendor info);
 - iii) To assist the President, Vice President, and Director of Administration in performing exit interviews of outgoing members of the Board of Directors as well as other HR tasks, such as maintaining alumni records, a Board Member evaluation system;
 - iv) To broadly assist the NAGPS Board of Directors as needed and able;
 - v) To assist the Director of Administration and Director of Communications as needed and able;
 - vi) To assist the President, Vice President, and Director of Finance as needed and able;
 - vii) To attend meetings of the NAGPS Board of Directors and the NAGPS Executive Committee as needed and able.
- 8) Admin Position Candidates [Information](#)
 - a) Motion to extend meeting by 20 minutes from Gwen. Seconded by Jack.

- 9) 2020 Outgoing Business - Brad and Fang
 - a) Motion to extend by 10 minutes. Seconded by Jack.
 - b) For 2020 Board Members: If you have not talked with your successor you need to do so immediately! Please email them and CC' Brad and Fang.
 - c) If you are on the 2021 BoD and have not attended orientation, please attend the one on Tuesday, December 22nd 7-8 EST. Everyone is welcome but especially needed for new BoD members.
 - d) For the 2021 BoD: Please make sure to send bio and picture to Fang.
- 10) 2021 Incoming Business - Brad and Gwen
 - a) Please submit Registration Form (v19.1.1)
(<https://goo.gl/forms/BHnthazPDPaAzySI2>)
- 11) New Business
 - a) Kristofferson brought up potential partnership with Sprintax and the possibility for NAGPS to purchase codes that grad and professional students could buy from us.
 - i) Gwen mentions to possibly add this to our COVID-19 survey that we will send out.
 - ii) Kris mentions that we could email directly asking about their needs in regards to tax help from their universities, etc.
- 12) Adjourn
 - a) Motion to adjourn. Seconded by Parul. Meeting adjourned at 9:32 EST.
- 13) 2020 Board Stick Around