

**Ivy Educational and Charitable Foundation of Houston, Incorporated**  
**Board of Directors Meeting**  
**6:30 pm**  
**Thursday, September 15, 2016**

The following Foundation Board of Directors were in attendance: Thedrial Jackson, Betty Merritte-Williams, Jo-Carolyn Goode, Lisa Brooks, Bonita Morgan, Dawn DuBose Randle, Karen Aubrey, LaDonna Harris, Marianne Walker and Kim Topps

The following Foundation members were in attendance: Lydia Brew, Christina Cornelius, Berna Greer, Millie Mitchell, Barbara Roberts, Elnora Flewellen, Lillian Bourgeois, Tishuana Washington and Nedra Washington

**Call to Order:**

Thedrial Jackson called the meeting to order at 6:36 pm.

**Approval of Agenda:**

A motion was made and seconded to approve the agenda with the noted corrections. Lisa Brooks, not Dawn Dubose Randle, will do the financial report. The Fundraising Report by Dawn Dubose Randle was added. The motion carried.

**Meditation:**

Bonita Morgan provided the meditation.

**Approval of Meeting Minutes**

A motion was made and seconded to approve the meeting minutes for May 24<sup>th</sup> with the noted corrections received by the secretary via email. The amount of scholarship disperse was change to \$55,000 instead of \$45,000 to the Scholarship Report and Fashion Show & Luncheon Report. The motion carried.

**Correspondence:**

The BOD received correspondence from the following:

- \*Barbara Hayes donated \$100 to the Polly Sparks Turner Scholarship.
- \*Julia F. Thompson Foundation asked IEACF to donate to their Pink on the Green Golf Tournament
- \*UNCF sent a thank you note for IEACF's \$200 donation
- \*Susan G. Komen asked for a donation to support the upcoming Race for the Cure

Recommendations from BOD:

- Donate \$200 to be hole sponsor at the Pink on the Green Golf Tournament for Julia F. Thompson Foundation. The money will come from the contributions line item.
- Donate \$200 to be a hole sponsor at the Alpha Phi Alpha Fraternity, Inc. – Xi Kappa Lambda Chapter's Golf Tournament. The money will come from the contributions line item.

- Donate \$2,000 to Susan G. Komen to be a sponsor for the 2016 Race for the Cure. The money will come from two different line items - \$800 from the health target and \$1,200 from the community service award.  
-A motion for a \$1,000 donation failed because IEACF had given \$2,000 - \$3,000 in previous years and those donations had us listed as one of the top 30 sponsors.

**Treasurer's Report:**

Lisa Brooks presented the Treasurer's Report.

Total Assets	\$251,848.30
Total Liability & Net Assets	\$251,848.30
Total Revenue YTD	\$145,731.16
Total Expenses YTD	\$126,158.83
Revenue in Excess of Expenses	\$19,572.33
As of August 31, 2016	

\*As of \$48,350.00 paid out for scholarships

Nedra Washington noted she had several discrepancies with the amounts in the budget associated with the fashion show according to her records. Lisa Brooks indicated her report was the results of receipts received. A meeting will be held with President Jackson, Treasurer Brooks, LaDonna Harris, Karen Aubrey, Tishuana Washington, Berna Greer, Betty Merritte Williams, and Kim Topps to reconcile the numbers from the Ticketron committee, fashion show committee and records received by the treasurer.

**Financial Report:**

Lisa Brooks presented the Financial Report.

The Financial Secretary collected the following money between June 1 – August 31:

June 1 – June 30, 2016	\$3,078.74
July 1 – July 31, 2016	\$0.00
August 1 – August 31, 2016	\$300.00
Total for June 1 – August 31, 2016	\$3,378.74
YTD Funds Collected	\$107,361.60

\*The IEACF movie night fundraiser was not included in this report

\*It was suggested by Kim Topps to break down the report coming from the Financial Secretary to show monies collected from online from the Eventbrite.

\*Berna Greer will work with the Financial Secretary to produce a more detailed report.

**Scholarship Luncheon and Fashion Show**

Nedra Washington referred her report to be reconciled.

President Jackson thanked everyone for attending the show and their hard work.

President Jackson named the General Chair and Co-Chairmen for the 2017 IEACF Fashion Show and Luncheon. The General Chairmen is Barbara Roberts and the General Co-Chairmen are Josena Malonson-Auzenne and Demetra Jones.

A motion was made and seconded to ratify the appointments of the General Chairmen Barbara Roberts and General Co-Chairmen Josena Malonson-Auzenne and Demetra Jones.

Roberts thanked President Jackson for the appointment and said she would work hard. She announced the proposed date for the next fashion show and luncheon is April 2, 2017 at 2pm at the Hilton Americas Hotel.

The committee did look at other locations but found prices were too high.

### **Fundraising:**

Dawn Dubose presented the Fundraising Committee report. A review of the upcoming activities was done. All were asked to support the below events:

#### **\*September - Movie Night**

IEACF family and friends will go see When the Bough Breaks on September 16<sup>th</sup> at 6pm at the AMC Studio 30 Movie Theater. Tickets are \$20 each. Currently, 63 tickets have been sold.

#### **\*October – Shopping Event**

IEACF family and friends will go shopping at Pink Meadow on October 16, 2016. It is an online all day shopping event.

#### **\*November – Movie Night**

IEACF family and friends will go see Almost Christmas on November 11, 2016 at 6pm at the AMC Studio 30 Movie Theater. Tickets are \$20 each.

### **Scholarship Committee**

Millie Mitchell presented the scholarship report. The committee is finishing their mentoring program to educate high school students on the scholarship process. Foundation members are asked to register with Houston ISD's VIPS to be mentors. The committee also identified 10 Houston ISD schools as their target schools for the mentoring program.

Eight scholarships have been distributed to date. Four checks have been requested from the treasurer. The committee is waiting for eight to turn in enrollment verification. One scholar asked that her scholarship be processed for 2017-2018.

The following were recommendations from the committee:

\*The full \$2,000 scholarship be awarded to students instead of spreading it out over several semesters. Rationale: Student need; High cost of tuition; splitting scholarship distribution causes committee chair to work more than one cycle

\* That the policies and procedures be codified to follow in future cycles.

\*The Scholarship Committee Chair serves as a tangible advisor to the subsequent committee leadership.

A lengthy discussion was held over this report regarding the distribution of funds to scholarship recipients. Ms. Brooks had several concerns with regards to each recommendation. Ms. Jackson stated that all parents and students were made aware that the scholarships would be distributed over several semesters with the exception of the Gladys Simon Scholarship. She further researched the way scholarships have been distributed and she found no continuity from year-to-year. A lot of the confusion comes from the transition of the IEACF Presidents and Scholarship Committee Chairman with regards to documents. Some students from previous years have not received their scholarships. Ms. Jackson and the Scholarship Committee Chairman said they do not have guidelines for the distribution of scholarship. Through the discussion, it was established that guidelines are in place but just need to be given to current leadership. All were charged to find any documents in regards to guidelines for the scholarship committee and present to committee chairman. Tishuana Washington noted that Evelyn Holloway and Barbara Hayes wrote guidelines for the scholarship process but the distribution process is not included in the document.

A motion was made to utilize the following scholarships (\$2,000) distributions cycle with half (\$1,000) being distributed in the fall and the other half (\$1,000) being distributed in the spring with supporting documents of enrollment and passing grades. The motion passed.

A motion was made and seconded to do an audit of the scholarships from 2012 to date. The motion passed.

### **Charitable Giving 2016**

Ms. Jackson reviewed our contributions for the year.

We have supported the UNCF Gala with a \$250 donation and Ivy Isle Foundation of Texas with a \$125 donation.

The BOD had the following recommendations:

\*Adopt two children for The Ensemble Theatre's program at a cost of \$700 per child. The money will come from the community service award line item.

\*Donate \$1,000 to Sisters Network, Inc. The money will come from the Houston area initiatives line item.

\*Donate \$150 to the Junior League for our membership.

## **Investments Report**

Berna Greer presented the Investment Report. In acting upon the approved motion to open a SMA account with Morgan Stanley for the Foundation in the amount of \$100,000 from the Blackrock account, she learned that the Blackrock account was still under the old name of the Foundation, Educational and Charitable Foundation of Alpha Kappa Omega. A lengthy process was done by herself, Ms. Jackson and Ms. Brooks to officially change the name to IEACF. Now with the changed the process to open the SMA has begun and the check from the Blackrock account was cut and issued on August 31<sup>st</sup>. Another stipulation was for the Foundation to have a physical address and not a PO Box. The official address for the Foundation is President Jackson's home address. Several documents are needed by Morgan Stanely to open the new account that Ms. Greer is working on to supply. Once documents are received and process, Morgan Stanley should have the new account opened by the end of September.

## **Nominating Committee**

Lillian Bourgeois presented the report. She reviewed the election rules and the ballot. The BOD consists of 17 members with six being automatic from the chapter officers. There are 5 members that will continue to serve their terms in 2017. They are:

Arlene Shelby

Carol Pinkett

Bonita Morgan

Glenniece Stewart

Sheri Cole

There are 4 members on the current BOD that are eligible for reelection. They are:

Dawn Dubose Randle

Marianne Walker

Kim Topps

Jo-Carolyn Goode

\*Dawn Dubose Randle can run for a full term since she is currently serving the unfinished term of Lillian Bourgeois.

Others were also on the ballot that is not currently on the board but Ms. Bourgeois did not have that list available.

Betty Merritte Williams added Karen Aubrey to the ballot. LaDonna Harris added herself to the ballot.

## **Housing**

Elnora Flewellen presented the report. A Special Project committee was form at the approval of the BOD for researching and locating potential property for the Foundation and Alpha Kappa Omega Chapter. The BOD recommends that the

committee contact other fraternities and sororities with property to see what process they followed and gather other information.

The committee has scheduled a series of town hall meetings to ensure every member is informed.

The committee had several recommendations after their last meeting:

- Change from Housing/Property Committee to the Housing and Property Committee. Both the BOD and the body approved this.
- Increase the housing assessment from \$5 per member to \$5 per month. This motion was postponed due to the unknown of the Boule assessment. This \$5 is not an assessment but volunteer donation.
- Enlighten body on the pros and cons of property ownership. Committees were developed to accomplish this task. A series of presentations have been planned.

The committee had several questions.

What are their guidelines as a committee when it comes to money?

Is it acceptable to add the members on the chapter's housing committee to the foundation's housing committee?

Who will write the description of the newly formed committee – BOD or committee?

Will parliamentarian update bylaws to include owning property?

How soon can the committee set up a restricted bank account for housing contributions?

## **New Business**

### **Taxes**

Ms. Jackson announced that the taxes for the Foundation were filed before the May 15<sup>th</sup> deadline.

### **Audit**

The audit was submitted. We are waiting to hear from the Auditor.

### **Website**

Ms. Jackson has been working with Carolene Goeffney, Ms. Brooks, and Ms. Goode to update the Foundation website with a private password protected to house meeting minutes and reports. The goal is for the website to be completed by the end of the year.

## **Unfinished Business**

### **History Committee**

Lydia Brew brought historic material of the organization from board member Annie Brew.

**Announcements**

Ms. Jackson said if you can't make it to movie night please donate money.

Ms. Jackson said the next meeting would be November 10th at 6:30pm.

Ms. Jackson adjourned the meeting at 9:09pm.

Submitted by IEACF Secretary by Jo-Carolyn Goode.