

Approved Minutes
Maasai Education Foundation Board of Directors
27 January 2018
9:00-11:00 am, Theo and Rebecca's Home
345 Woods Ln, Newport, VA 24128

Call to Order, Theo, Chairperson (9:15am)

Attendance, Brian Benham, Secretary

Martha Olemisiko – Tanzania Liaison (via video link)
Kerri Brisco- Board Member
Theo Dillaha – Board Chairperson
Evelyn Parish - Board Member
Brian Benham - Secretary, Board Member
Essra Kibler, Development Committee Chairperson (via conference call)
Rebecca Caldwell, Advisory Committee
Debra Eason, Service Without Borders Administrative Advisor
Chris Koscho, Student representing Service Without Borders

Approval of minutes

- Motion made by Theo. Seconded by Evelyn. Motion carried (unanimous).

Tanzania Liaison Update, Martha Olemisiko

- Students
 - 48 students recruited, 25 girls, 23 boys. All but three girls are boarding. No boys are boarding.
 - 42 students, need sponsorship.
 - 6 students' parents are able to pay the tuition.
 - Students are being provided: 2 school uniforms; 1 sports outfit; and one casual outfit; two pairs socks; one pair of shoes.
 - All students will start school, can cover operating expenses for three months, Martha hopes that additional sponsorships will be forthcoming.
- Equipping the school
 - 17 bunk beds for dorm, 1 for matron, 16 for students, and mattresses
 - 60 student desks
 - 10 dining tables with benches that each accommodate 6 to 8 students
 - desks for students
 - Constructed temporary kitchen
 - Recruited 7 staff; 2 teachers, 1 matron, 1 cook, 1 cleaner, 2 guards
 - 2 large trucks will transport furnishings from Arusha to Engaruka on Jan 31.
- Dining Hall and estimated cost from builder
 - \$82,000,000 TZS (≈ \$36,000 USD) for materials, 15% for Labor (\$12,800,000 TZS (≈ \$5,200 USD).
 - Abbey will work with contractor to source materials.
 - Start construction Feb 10, 2018.
 - Major floods are delaying the delivery of materials.
- Electricity
 - No line power yet, still waiting on government.
 - 11 – 300W solar panel/battery system installed, wiring for solar done.
- School opening date
 - Orientation is on Friday, Feb 2, 2018.
 - Classes begin on Monday Feb 5, 2018.
- Martha, Maria, and Mayan visit to US in 2018
 - Now have Maria's passport.
 - Travel dates are 2nd and 3rd week of Aug 2018
- Other

- Have secured many supplies (food, etc.) for school
- Teachers are moving from Arusha to Engaruka
- Teachers are Maasai; one teacher is originally from Engaruka she is newly graduated
- Matron is also from Engaruka.
- Theo asked Martha for pictures and bio blurbs for herself and for teachers.
- Rebecca asked for additional bios for additional six children
- Student changes:
 - Jennifer Papaa Kingi and Timothy Joshua Tomatero (?) will no longer be attending the school. Jennifer is already in 3rd grade at Lake Natron
 - Neyesu Papaa Kingi, Jennifer's sister will replace her
 - Ninis ? (a girl) is replacing Timothy

Service without Borders Update, SWB Representative

- In process of choosing travelers for May 2018 trip
- Hopefully 7 students and two advisors will be traveling
- Pursuing a variety of fundraising activities (goal is \$3,100 per student).
- Martha is not sure that funding from TX Foundation will come thru, requests that the SWB team focus their fundraising for classrooms instead of solar system.

Treasurer's Report, Theo Dillaha for Karen Scalf-Benham

- Treasurer's report
 - See attached
 - Between last Board meeting and 12/31/2017 we have received \$13,375.83 in donations.
 - As of Jan 27, 2017 checking account balance is \$16,480.69
 - Lion's share of pending donations are corporate match that will come thru Virginia Tech Foundation.
 - Approx. \$6,500 needed to reach \$44,000 goal for dining all construction.
- 2017 IRS 990 Form
 - Theo and Karen will handle this reporting; for CY 2017, 92% of donations went to Tanzania; \$27,575.47 in income for CY 2017.
- Donor thank you notes
 - Need a checklist for who thank you notes have been sent to and when. Rebecca volunteered to take on the task of organizing the thank you note generation and delivery.

Expenditure proposals

- Dining Hall/Laundry: Cost ≈\$44,000; Sent \$10,000 12/27/1017; Pending \$13,980 in donations; Needed \$6239
- Motion: Theo moved that the Board approve MEF to sending additional Dining Hall/Laundry funds to ENCO as they become available. Kerry seconded this motion. Motion carried.

March Trip to Tanzania, March 14-23), Rebecca Caldwell and Essra Kibler

- Becky, Essra and Daphne going in 3rd week of March.
- Will take SWB-donated books.
- If Board members have thoughts or tasks that Rebecca and crew need to handle on the trip, communicate them directly to Rebecca.

Potential New Board Members, Theo Dillaha

- Rebecca Caldwell should be considered for the Board. Evelyn made motion to add Becky to Board, Kerry seconded, motion carried (unanimous).
- Additional suggestions for new Board members should be forwarded to Theo.

Social Media Needs (website, Facebook, etc.), Theo Dillaha

- All Board members need to spend time reflecting on MEF website and make suggestions for additional content.

Bylaws Amendment Proposal, Theo Dillaha

Section 2: Meetings *and Board Business*

The Board shall meet at least twice annually in-person or by teleconference or video conference or other real-time communication methods. ***In between formal Board meetings, the Board may discuss and approve routine Foundation business actions including but not limited to expenditure approvals, through discussion and voting via email, texts, phone calls, or other electronic means.***

A simple majority vote of Board members is sufficient to approve such action, except such action shall not be permitted to be taken without a meeting if any director objects to the taking of such proposed action. To be effective, such objection shall have been delivered to the corporation no later than ten business days after notice of the proposed action is given. The corporation shall promptly notify each director of any such objection.

- Motion (Theo): Requesting approval for above bylaws amendment. Amendment provides Board more flexibility (e.g., via email, conference call) on when and how the Board conducts business. Kerry seconded this motion. Motion carried (unanimous).

Fundraising Gala

- Gala subcommittee – Kerry, Karen, Rebecca, Evelyn
- Goal. Discussed what the goal of the fundraising gala will be. Agreed upon:
 - Second classroom complex ≈\$173,000 – break this down into some component of the larger goal to give folks the opportunity to donate a piece of the larger goal (e.g. bricks, desks, beds, uniforms) – Theo and Rebecca will focus on developing this idea of “component” funding.
 - Scholarships: Boarding ≈\$840; Non-boarding ≈\$540 per year.
- Date: Pending, sometime in early to mid-April. Will be a Wed or Thur. Kerry will check with Sandy and communicate that to the Board.
- What do we need to do to prepare?
 - Video – Randy Stith (Theo will contact)
 - Displays (Theo lead this effort with the help from students, Rebecca, Kris).
 - SWB will have display with two student representatives (Theo with help from students and Kris).
 - MEF will have display
 - Five posters of students needing sponsors to promote sponsorships.
 - Invitations – Kris Bailey
 - **Guest list – Kerry will assemble. Send names and address of potential invitees to Kerry by the end of February 2018.**
 - Catering – Sandy handling all of this.
 - Name tags – Rebecca
 - Emcee –Jack, Sandy’s Husband.
 - Other
- Needed from Martha – additional pictures and videos of school in operation.
- Discussion concerning acceptance of periodic donations (quarterly and monthly). Board in general agreement to allow donations annually, quarterly, monthly, etc.

New or Future Business Items

- None

Date and Time for Next Board Meeting (before or after Gala)

- April 21, 2018, 9am (4pm Tanzania time).

Adjourn

- Meeting adjourned (10:45am)

Info:

- Special thank you to Peter Ozolin for draft dining hall plans