

Approved Minutes
Maasai Education Foundation Board of Directors Meeting
6 April 2019
10am EDT, Theo and Rebecca's
Call in info

Call to Order: Meeting called to order at 10:10 by Theo Dillaha, Board Chairperson

Approval of last meeting's minutes:

Randy Stith made motion to approve draft minutes. Rebecca Caldwell seconded. All approved.

Attendance:

Brian Benham – Secretary, Board Member
Kerri Brisco – Board Member*
Rebecca Caldwell – Board Member
Martha Olemisiko, Tanzania Liaison
Theo Dillaha – Board Chairperson
Evelyn Parish – Board Member*
Karen Scalf-Benham – Treasurer, Board Member
Colin Kibler (Audit Committee)*
Essra Kibler – Development Committee Co-Chair*
Randy Stith – Board Member*
*via phone

Treasurer's report:

Theo Dillaha delivered on behalf of Karen Scalf-Benham (see attached). Also provided a handout on various construction projects we are contributing to; how much we have donated; and additional funding needs. Rebecca Caldwell made a motion to approve the treasurer's report, Karen Scalf-Benham seconded. Approved unanimously.

Audit, Colin Kibler reporting for Audit Committee (David Mendel and Colin Kibler):

Audit covered period from 501(c)(3) approval in November 2017 to December 31, 2018. Looked from the initiation of the Maasai Education Foundation (MEF). Looked at all transactions on the MEF books. Detailed audit done by David Mendel, who checked every transaction. He found 4 or 5 minor transaction errors (missing PayPal fees, incorrect dates, etc.) and also recommended changes in a few accounting procedures to make accounting easier in the future. Colin is preparing the final audit report that will be delivered to the MEF Board. The report will be posted to MEF website and will be filed with Charity Navigator. Theo reported that audit was very useful and resulted in improvements to our accounting procedures. The board expressed their appreciation to David and Colin for their work to date.

2018 Tax return:

As a result of the audit MEF and a few resulting changes in transactions (moving some previously reported transactions on our 2017 tax return to 2018), MEF will file an amended 2017 tax return in conjunction with our 2018 return in the next few days. Theo will distribute the amended 2017 tax return and the 2018 tax return to the board for review by April 7 and then Karen and Brain will perform a final review and submit by April 15.

Tanzania Update, Martha Olemisiko:

- Phase II moving forward quickly (now includes five classrooms plus library with each measuring 7 x 9 meters. The girls and boys bathrooms which were originally in the Phase II building will now be in a separate bathroom building, which will speed up construction.

- One of the classrooms will be temporarily designated as library for accreditation purposes.
- Power house for solar panels under construction now.
- 1st (16 students) and 2nd (25 students) are registered at local public school but are attending EEMPS. All children will be registered at EEMPS once school is accredited after Phase II construction is complete.
- New teachers are very good. Working on tutoring kinds in English on the weekend.
- Children really using English now.
- Teachers would benefit from additional English language training so they can teach children English better. Future priority for MEF.
- Abbey bringing milk cow to EEMPS next week.
- Working with regional education department on primary school certification process for EEMPS accreditation. Hope to complete by Aug 2019.
- Theo stated that Martha had provided MEF with a copy of ENCO's recent audit. Theo will provide a copy to Board members. Audit showed that ENCO is not totally dependent on funding from MEF. Additional ENCO funding of about \$48,000 in 2018 came from Boutique Safari Ltd., safari client donations, donations from Martha's family, parents who can afford tuition at EEMPS (both cash and goods such as livestock and food for school).
- Theo asked Martha to investigate the cost of treated poles that may be needed for SWB playground construction.

SWB Update: Brian Benham for Nina Tarr and Caroline Bonnes

- Have been in communication w/ Kerry about Kroger Drive. Hopefully happening this month (potentially April 14th).
- Jarek is coordinating percentage nights with Sugar Magnolia and possible Panda Express.
- Tickets for Engaruka service-learning trip have been bought for Dina, Jarek, Eliza, Sylvia, and advisors for Jul 28 – Aug 19; and Caroline and Nina for Jun 22 – Aug 13.
- Project plans for playground have been semi-finalized.
- Students are learning to weld in case needed for playground construction.
- T-shirt campaign ready to launch!
- Applying for KaBOOM! grant for playground costs.

Canadian non-profit: (via email from Audrey)

- I [Audrey] have found out that I cannot just affiliate with MEF in the US. I would have to create my own charity and have complete control over the finances. As you do, I would have to submit reports, treasurers' reports, etc. and independently send the money to ENCO. Even this may be problematic as only approved charities can be funded in Canada. The bottom line is I am unable to do this currently with my busy practice and family life. I just don't have the time. So I will continue to look for donors in Canada who are willing to help us without a Canadian tax return and continue to support our foundation any way I can. May be sometime in the future when I have more time I can look into creating MEF Canada once again.

Fundraising Ideas:

- eBay Charity account, Theo Dillaha
Theo has done first sale. Can now sell directly from eBay to benefit MEF with no fees. Others can now also sell on eBay and designate that a portion of the sale proceeds to MEF.
- Facebook Market place
Karen volunteered to look into using Facebook to benefit MEF.
- Crane Family Foundation Update, Randy Stith
Crane Family Foundation (CFF) meeting is 4/12/19. Will request funding to finish Phase II costs (\$26,300). Will be CFF's first international project. Randy's contact (Rob) will let Randy know the results from the CFF meeting.
- Kilimanjaro hike, Karen Scalf-Benham
Karen will pursue getting sponsorships whereby sponsors will give hikers some amount per mile. Another option would be to do a sponsorship Facebook fundraiser. Perhaps the sponsorship could be just so many \$ for those that summit.

Volunteer program: (when, costs, food, safety, rules?) (Audrey Spielmann and Brian Benham)

- Audrey has been working on some volunteer guidelines for MEF. I will send a rough draft to the group soon to get feedback. Do we want a consent form for volunteers who are under age?

Action Items:

- Theo asked Martha to investigate the cost of treated poles that may be needed for SWB playground construction.
- Theo is sourcing VT colored beads and taking them to Tanzania in June so that Martha can get jewelry made for sale in states.
- Need to communicate with Martha to get additional jewelry made so that items can be brought back in Aug. and used for MEF fundraising.
- Brian is exploring getting welding helmets donated from VT to take for SWB student to use a leave in Tanzania.

Meeting Adjourned:

- 11am; next meeting will be set via Doodle poll.

MEF Supported Construction Projects

Date	Dining Hall	Transfers/ Payments	Balance
	Estimated Construction Cost		\$64,000.00
12/17/2017	MEF Grant	\$10,000.00	\$54,000.00
2/1/2018	MEF Grant	\$13,000.00	\$41,000.00
4/6/2018	MEF Grant	\$10,000.00	\$31,000.00
4/30/2018	MEF Grant	\$11,000.00	\$20,000.00
			\$20,000.00
			\$20,000.00
	Total	\$44,000.00	

Date	Phase II Classroom Bldg	Transfers/ Payments	Balance
	Estimated Construction Cost		\$74,400.00
7/9/2018	MEF Grant (Brickmaking)	\$11,000.00	\$63,400.00
12/26/2018	MEF Grant	\$25,000.00	\$38,400.00
3/26/2019	MEF Grant	\$12,100.00	\$26,300.00
			\$26,300.00
			\$26,300.00
	Total	\$48,100.00	

Date	Prototype Guest Houses	Transfers/ Payments	Balance
	Estimated Construction Cost		\$8,150.00
3/22/2018	MEF Grant (Essra)	\$1,150.00	\$7,000.00
			\$7,000.00
			\$7,000.00
			\$7,000.00
			\$7,000.00
	Total	\$1,150.00	