

Meeting Notes

Title:	2017 AHS ENDOWMENT FUND YEAR END MEETING
Location:	Phone conference
Date:	December 9, 2017 at 11:00 AM - December 9, 2017 at 11:45 AM
Attendees:	Tanvir Sharif; Jacob L Sitati; Okomboli Ong'ong'a
Agenda:	1) Scholarship disbursement; 2) Any other business

Notes:

Agenda1:

1) We have \$5,000 to disburse this year.
\$833 will go to the top students in each stream
\$555 will go to the second placed students in each stream
\$277 will go to the third placed students in each stream

- 2) Money transfer suggested about a week or two before school opens;
- 3) Statements from students should be sent within the month;
- 4) Write a report to Master Card and James Mwangi to thank them for the 19 students who have been impacted over the 2 years.
- 5) Get the students to send a thank you card directly from the school to the Master Card Foundation

Any Other Business:

- 1) Look to inform donors about contributions, year to end totals and contributions;
- 2) Inform Google and Microsoft employees that their contributions could be matched;
- 3) Figure out how to engage with the new Old Boys Executive Committee to advance our goals.
- 4) Possible use of the Vegas Rugby event get together in March as a get together for old boys to pitch endowment fund raising.

Actions:

Description	Assignee	Due Date	Complete
1) Flyer for rugby event	Tanvir/Jacob	Jan 31, 2018	
2) Write up for the finances	Tanvir	Jan 31, 2018	
3) follow up items for Martin	Martin	Jan 31, 2018	