

AHSEF Meeting Notes

Q3 2020 - 12th July 2020

Attendees: Miano, Tanvir, Sitati, Muchina

Date: 12th July 2020 at 11am CT

Location: Online Conference Call

Agenda

- a. Updating the Sports Endowment financial policy
- b. Finalization of the discussion on roles and responsibilities

Notes

Meeting called to order at 11:01am CT.

- Sitati reported that he spoke to Peter Wangia regarding updating the Sports Endowment financial policy to make it more flexible. Peter is happy with the approach that the Board has the discretion to manage the fund in the manner that best meets the goal of helping students at AHS. The board resolved that Sitati will update the sports policy to make it more flexible and send it to board members for a vote.
- Karimi(the current AHS sportsmaster) had requested that the monies from the sports endowment fund be used to improve the volleyball and tennis facilities. Miano took the action item to inform him that the board would disburse funds for that purpose once the updated financial policy is in place and students are back in school
- Tanvir proposed revisiting the academic policy to make it more flexible. This would also be an opportunity to unify its approach with Kenyan-based endowment
- Finalization of the discussion on roles and responsibilities - It was resolved that Sitati will send a document with the roles and responsibilities for a vote.
- The board discussed how COVID-19 had affected the school. Muchina reported that the school was not in session and would not return until January 2021. Fees paid this year will be credited to the students for use next year. Tanvir reported that the academic endowment is doing well and that should consider whether to disburse funds nonetheless. It was resolved that the board will first update the sports policy and after that start brainstorming on updating the academic policy.
- Muchina reported that the proposal for closer collaboration with the Old Boys Club(OBC) was well received and that they are happy to facilitate it.

There being no other business the meeting was adjourned at 11:46am CT.

Actions

- Sitati to tweak the Sports Endowment policy and send it to the board for a vote.
- Sitati to send the finalized board member roles and responsibilities for a vote

- Miano to let Karimi know that the board will disburse funds for to improve the volleyball and tennis facilities once the updated financial policy is in place and students are back in school

Q1 2020 - 23rd February 2020

Attendees: Miano, Tanvir, Sitati, Mbaya, Muchina

Date: 23rd February 2020 at 11am CT

Location: Online Conference Call

Agenda

- a. How to increase engagement with those willing to contribute
- b. How to build on our previous work on behalf of MasterCard foundation for similarly-minded grant givers.
- c. Incorporating a culture of giving back amongst the recipients of AHSEF awards.
- d. Approving Director role descriptions
- e. Follow up conversation on our affiliations and relationships with the teams in Nairobi.

Notes

Meeting called to order by Sitati at 11.01 am CT. Agenda items read by Miano.

- Apologies from Sitati for not having sent the role descriptions. These will be sent on email for an electronic vote.
- Increasing engagement with those willing to contribute
 - Tanvir noted that there are a number of people who contribute regularly and suggested that the board should reach out to them to find out their motivations for doing so and share that with the wider community with the goal of encouraging others to contribute.
 - Sitati also noted that some people think that one has to contribute large sums to the fund in order to have an impact. He proposed that we can get a few examples of donors who have contributed smaller amounts regularly and highlight the impact of those contributions.
 - It was resolved that the board will reach out to a few donors and share their motivations/stories on our social media channels.
- How to build on our previous work on behalf of MasterCard foundation for similarly-minded grant givers.
 - Background - this was a honorarium to James who directed it to AHSEF.
 - It was suggested that the board write a report on the impact of the contribution to share with James and Mastercard
 - Additionally the board will follow up with Mastercard on whether they have other opportunities that would benefit students at Alliance. Tanvir took on the action item to reach out to a contact at Mastercard.
 - Tanvir suggested that the board should also reach out to individuals/entities to contribute. Mbaya to get a list of foundations that may be willing to contribute and reach out in our networks to find contacts at those organizations
- Incorporating a culture of giving back
 - There was agreement that this overlapped with the first agenda item and that sharing the stories of those who have been giving and the impact of the contributions to the

students would go a long way in incorporating a culture of giving back. It was also agreed that the board should highlight the track record of the foundation

- Descriptions of roles
 - Sitati to document the descriptions of the roles and shared them on email. Electronic vote to follow
- Follow up conversation on our affiliations and relationships with the teams in Nairobi.
 - Muchina to share MOU between OBC and the school.
 - Mbaya informed the board that the chapel project design is complete. Two fundraising events are planned this year. Old Boys currently engaged in the project may help open doors in the US. Suggested that we create info packs of the fund that would help the Old Boys pitch to the fund, one for people willing to contribute scholarships and another for those willing to contribute to capital projects.
 - Muchina and Mbaya are working on ensuring there is a close collaboration between the US and Kenya foundations
 - Potential for closer collaboration with Alliance Girls High School, likely in 2020. Sitati reiterated that we are more than happy to engage with them.
- Transition
 - Tanvir - Lots of new engagement from the new board members. Happy to stay longer if needed. Make sure we have quorum and are meeting the legal obligations of a 501c3 organization.
 - Sitati requested Mbaya to stay longer if possible given the work he's doing for OBC and AHSEF
- There being no other business, Sitati adjourned the meeting at 11.56am CT.

Actions

- Sitati to share role descriptions. Members will discuss and vote on them by email.
- Tanvir to get the contact information of past donors. Miano will work on drafting a note to send to them about their motivations and the impact of their contributions to be shared online.
- Tanvir to follow up with Mastercard contact about other opportunities. Muchina to follow up with James about Mastercard or any other leads.
- Mbaya to come up with a list of contacts in the US who may be willing to contribute. Miano, Sitati and Tanvir to follow up.
- Muchina to share MOU between OBC and the school.

Q4 2019 - 22nd December 2019

Attendees: Miano, Tanvir, Sitati, Mbaya, Muchina

Date: 22nd December 2019 at 11am CT

Location: Online Conference Call

Agenda

- Welcome Muchina to the board
- Discuss outstanding items on the Kenyan side that need to be tackled and that hopefully Muchina can help with
 - Verification/photos for 2019 scholarship recipients
 - Names for 2020 scholarship recipients
 - Sports coordinator still missing on the Kenyan side. The students are missing out on thousands of dollars because of this.
 - Formalize relationship between AHSEF, OBC, Secretariat and the school, possibly through a memorandum of understanding, similar to what the OBC seems to have with the school.
 - 2019 holiday fundraising drive

Notes

Meeting called to order by Sitati at 11.08am CT. Agenda items read by Miano. Sitati moved motion to reduce the agenda items to just welcoming Muchina and other items to be addressed in the next meeting. All present approved.

- 1) Muchina was welcomed to the board. Muchina gave a highlight of the work that he has been doing with Old Boys Club. Muchina is the treasurer, just started his second term. Also a trustee of the Alliance High School Endowment Trust and has been involved in fundraising initiatives e.g. in 2016, they went mountain climbing and raised 2 million. Organized a run once a year as a more sustainable way to raise funds for the endowment fund. 300 runners this year, 182 runners last year. Targeting 5,000 runners each year and raising KES 200 million for the endowment fund.
- 2) Tanvir transitioning out in the future and would like to leave the board in good footing. Would like to formalize the relationship between AHSEF and OBC, possibly with memorandum of understanding.
- 3) Names for the 2020 scholarships recipients:- Tanvir looking to formalize the roles on the board and a board member in Kenya who could be the point person for tasks related to local AHS business that require coordination with the school and other local tasks. Mbaya proposed that the OBC secretariat could be an option. Muchina explained that Endowment Fund Trust tries to use the OBC secretariat to get things done. OBC asked the school to get an MOU where the school committed to providing information e.g. fee statements, children in need, performance. OBC Secretariat has had some successes and failures e.g. a weak response rate for applications for scholarships. Working with Mrs. Olang and the Principal to address those challenges. Mbaya suggested inviting someone from one of the recent classes who has more time to join the board. Also proposed that we brainstorm an automated system to disburse

funds. It was resolved that for 2020 scholarships, Tanvir will do the calculations for funds to be disbursed and will follow up with Mrs. Olang with Muchina cc'd on all correspondence.

- 4) Sitati proposed the following agenda items for the February meeting
 - a) How to increase engagement
 - b) Look into engaging organizations have given in the past e.g. Mastercard Foundation
 - c) Encouraging a culture of giving among old boys
- 5) Mbaya discussed the 2020 push for chapel project. Goal is to raise \$2 million with \$1 million targeted to be raised by the OBC. 40 old boys already contributed 10% of the target. AHSEF could provide an avenue to raise money from US based old boys.
- 6) Sitati reiterated and Tanvir corroborated that while AHSEF settled on merit scholarships because they are straightforward to execute; As the fund grows, it can fund need-based scholarships and other aspects of student life at AHS. AHSEF can also raise money for other things as long as they are compatible with 503(c) status.
- 7) There being no other business, Sitati adjourned the meeting at 11.59am CT

Actions

Tanvir to reach out to Mrs. Olang about 2020 recipients