



Minutes
AKEN Board Meeting
Thursday, February 21, 2019, 12:00-1:30pm

- Zoom: <https://zoom.us/j/277204632>
- Telephone: 1-877-853-5247
- Meeting ID: 277 204 632
- iPhone one-tap : US: +14086380968,,277204632# or +16468769923, 277204632#

TO DO AKEN 2/21/19:

- **DANI:**
 - Dani will send email to AKEN that we're no longer using google group email as listserv - instead we are switching to AKEN website discussion board only; thanks for membership patience with this process as we're learning too
- **ALEX & DANI & REB:**
 - Decide on social venue; put up RSVP on website **BY MONDAY March 11**
 - visit with UAA Business Start up folks to ask about support with the process of becoming a non-profit (it's good to ask for help, it builds relationships!)
- **ALEX & REB:**
 - ask national AEA LAC group about who has gone the non-profit, and why/why not
- **ALDA:**
 - social media updates for AKEN conference; may need to ask conference committee (?)
 - share 2015 evaluation PDF with conference committee/board
 - work with Rebekah to import the 2015 eval to have access through UAA Qualtrics account
 - update this agenda into minutes → post on website
 - update 2018/2019 minutes and agendas to AKEN website?? ask/delegate to Rebekah as needed

- **DIANA:**
 - buy gift & card for Aimee White (keynote); bring to Rebekah to drop off and get check signed for reimbursement
 - Poll Everywhere - help conference committee set up evaluations; end of conference responses in real time (less than 50 people no charge); follow up with conference committee to make sure we have an ipad/laptop there for folks to access the Poll from there if they don't have a personal device
- **REB:**
 - convert AKEN bylaws PDF to Word → make Dec election changes and post updated bylaws to website
 - change the AKEN general flier and post to website
 - send Acknowledgement of Country example to kas/Dani/Alex/Board - request feedback; follow up with Eklutna folks that kas recommended
 - announcement at conference end: something about feedback on having annual conference or not? 3 general meetings a year or some other number? an annual social or not?
 - Work with Alda: import the 2015 evaluation using UAA Qual.

Stuff:

1. Conference update

- a. Keynote Presenter in-coming AEA President Aimee White - Thank You Corrie!
- b. Proposal accepted
- c. Conference Agenda - Friday, April 19
- d. Social, Thursday, April 18- Embassy Suites?
- e. Conference Access Funds? Small/no honorarium for Aimee?
Diana: gift art to Aimee; Diana will do this and take out of AKEN funds (submit for reimbursement; will have one of us sign the check)
- f. 28 registrants as of 2/21/19
- g. Alda: sending to counseling program listserv
- h. Recognition of indigenous land- please let Rebekah know if you have suggestions for language to use

2. AKEN business identity and Tax exemption?

- a. What kind of bank account is the Alaska USA that Diana and Rebekah are on?
- b. What about becoming a 503C in the near(ish) future?

- c. Diana received some legal advice- as an organization, we'd need to file forms but would be unlikely we'd be subject to taxes. To avoid tax forms we would stay an informal meeting of individuals rather than an organization. Fees to become tax exempt nonprofit are \$3000 (legal + governmental). Alex suggested utilizing free campus services for the legal aspect. Nonprofit process may take upwards of 10 months to finalize. We are currently paying a 20% surcharge to Wild Apricot because we do not have an EIN.
3. **To Wild or To Pay?:** Should we switch to WildApricot payments from PayPal? refer to email below. We will keep investigating alternatives.
 - a. New announcement that we will be charged an additional fee to continue with paypal (meaning not using wild apricot pmts). The fee is 20% of the annual fee we already pay. This will start in 2020.
4. **WildApricot (Discussion Group) or Google groups for listserv?**
 - a. Decided in Nov to switch to using only the WildApricot listserv. Alex has been keeping up with membership. We still need to notify membership of the shift and make the change. Discussion forum is not frequently utilized. Dani tested responses and there were 77 clicks on the WildApricot email, with few to none on the Google Groups version (duplicative). We agreed to send notice of shutting down Google Group.
 - b. **Can non-members use the listerv and/or Discussion Board through WildApricot?**
 - Diana: yes, let non-members use the listserv
 - Dani: yes
 - Alda: yes
 - Alex: Abstaining
 - Rebekah: yes
 - Emily: Abstaining
5. **Membership 1 year from registration:**
 - a. Approved, by-laws will be changed after conversion to Word
 - b. Alex managing membership details in WildApricot (Ex: we are not requiring past lapsed memberships to be repaid)
6. **Scheduling 2019 General Meetings**
 - a. Approved change to min of 3 general meetings
 - b. Do we need to include conference in by-laws?
 - c. What is the plan for 2019?
 - General Meeting - Third Thursdays (Feb-Jun-Oct-Dec)**
 1. February: 2/21, 12-1pm

2. June: 6/20, 12-1pm
3. October: 10/17, 12-1pm
4. December: 12/19, 12-1pm - Winter Social
- **AKEN Board Meeting - Third Thursdays (Jan-Mar-May-Jul-Sept-Nov)**
 1. January: 1/17, 12-1pm
 2. March: 3/21, 12-1pm
 3. May: 5/16, 12-1pm
 4. July: 7/18, 12-1pm
 5. September: 9/19, 12-1pm
 6. November: 11/21, 12-1pm
- d. Alda will do AKEN Facebook Events for 2019. Rebekah, Dani, Diana and Corrie have admin access in case help is needed.
- e. Need to book space e.g. BP, UAA, new spaces?
7. **Treasury update:** \$4925.89
8. **AKEN email:**
 - a. Thank You Diana for checking Sept-Nov
 - b. Dani checking Dec - Feb
 - c. Who is next? DIANA
 - d. General question - Most of the email is payment notifications etc. What can we delete?
9. **Note for future elections**
 - a. WildApricot has a polling feature which you can use to survey membership. This might save a step or two for future elections.
10. **Strategic Planning- MOVE TO TOP OF NEXT AGENDA**
 - a. Revist strategic planning documents in 2019 (in google drive folder STRATEGIC PLANNING)
11. What are each Board members goals for this fiscal year?
 - a. Ideas:
 - Building membership
 - Engaging students through Student Liaisons
 - Continuing to hold third Thursdays for Board meeting and General meeting (lunch social)

NEEDS UPDATING - REBEKAH DID YOU DO THIS YET?
General flier for dissemination

EMAIL ABOUT USING WILD APRICOT FOR PAYMENTS

EMAIL 6/20/18

Hi Alaska Evaluation,

I have some good news to share with you — we recently launched Wild Apricot Payments, our own payments processor! This is good news for you, because Wild Apricot Payments will do more for you than PayPal, your current provider.

Why should you switch to Wild Apricot Payments?

Here are some of the benefits of Wild Apricot Payments:

- We'll handle all your support issues for payments as well as our entire software. No more dealing with PayPal support. Now you just have one support team to contact.
- Your members and customers will stay on your Wild Apricot website, instead of being directed to a third-party site to complete their payments.
- All your payments are directly transferred to your bank account within 48 hours. Get your money faster!
- Recurring payments (aka scheduled payments) are supported.
- 2.9% +\$0.30 for each transaction. No setup or monthly fees.

To give you all of the above benefits, Wild Apricot has partnered with AffiniPay, a trusted and secure payment gateway that meets the highest standard of PCI compliance (Level 1 PCI Certified) as set by the Payment Card Industry Data Security Standard.

To learn more or set up Wild Apricot Payments, log in to your Wild Apricot account then [click here to go directly to the Payments settings page.](#)

You can also find the **Payments settings** page by logging into your account and clicking the **Settings** menu, then clicking **Payment settings** under **Finances**.

I hope you'll enjoy the convenience of using Wild Apricot Payments!

All the best,

Dmitry Ivanov
Captain Apricot