



Minutes
AKEN Board Meeting
Thursday, May 16, 2019, 12:00-12:30pm

Attendance: Dani Reed, Alda Norris, Alex Olah

1. Update on tasks from last meeting

- a. Dani still needs to send info to membership about listserv and retiring the google group
- b. Alex reached out to LACs about pro/cons of becoming non-profit and received some helpful info from one of the Local Affiliates in New Orleans. Rebekah reached out to the UAA Small Business Development Center for information.
- c. Alda will work on updating agendas and minutes to the website.
- d. Alex and Dani will convert bylaws to word to make needed updates.

2. Treasury update - \$3,570.60

3. Membership update - Conference increase in members - 15 professional and 3 students

4. Conference Update

- a. Conference went well! [Event Report from Wild Apricot](#)
 - total of 38 attendees
 - \$1,650 revenue
 - \$1,462.67 cost
- b. Good feedback in the survey.
- c. Archiving documents, notes, survey results, etc to Google Drive
- d. When do we want to gather committee to begin planning for 2021 conference?

5. Strategic Planning- MOVE TO TOP OF NEXT AGENDA

- a. Revisit strategic planning documents in 2019 (in google drive folder [STRATEGIC PLANNING](#))
- b. What are each Board members goals for this fiscal year?
 - Building membership
 - Engaging students through Student Liaisons

- Continuing to hold third Thursdays for Board meeting and General meeting (lunch social)

6. Convert our Google drive folder to a team drive?

- a. a. Yes, let's move to Team Drive. The biggest benefit is more organization. Dani will work on moving files.

7. Scheduling 2019 General Meetings

- a. 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](#) - Dani will book room with BP
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](#) - Alda and Dani have conflicts. Dani will send doodle for a different time. We would like everyone present so we can make progress on strategic planning.
5. [September: 9/19, 12-1pm](#)
6. [November: 11/21, 12-1pm](#)

8. AKEN email:

- a. Thank You Diana for checking March-May
- b. Who is next? Alex, June-Aug
- c. Alda, Sept - Nov
- d. Dani, Dec - Feb

Email received from Steve Mumford regarding becoming a non-profit:

Hi there, this is Steve Mumford from the New Orleans affiliate (Gulf Coast Eval Network). As we briefly discussed during the LAC call last week, we just went through the process of obtaining 501(c)3 status for the association, and we did some research on 501(c)6 as well to compare filing types. Below are some notes from our shared journal. Hope this helps. Happy to chat more if you'd like!
Steve

Difference between 501c6 and 501c3

- **Funding:** Donations to 501c3 are tax-exempt, but not to 501c6 because providing direct benefits to members. A 501(c)(3) is supported on contributions and grants, and can have other fee for service revenue or member revenue. 501(c)(6)s are very dependent on member revenue for support as not being able to offer a tax deduction for gifts dramatically limits their ability to fundraise for contributions and grants.
- **Political Activity:** A 501(c)(3) is strictly prohibited from engaging in any political activity and are limited to the amount of lobbying they can do.
- **Application process:** To apply to become a 501(c)(3) in the first place, the Form 1023 application is required, which is a document that asks for a substantial amount of information about the applicant. 501(c)(6)s have more leeway. They can choose to either file the Form 1024, a much less rigorous document, or not file an application at all and instead 'self-declare' their exempt status.
- **Combining org. Types:** Many times a 501(c)(6) will create a related 501(c)(3) organization. This could be for a variety of reasons including to conduct educational or charitable endeavors or simply to access a larger network of funders. The opposite direction is much less common. Typically the parent organization will control the subsidiary via board member overlap or by having the parent be the sole member of the subsidiary. In order to protect the exemption of both nonprofits, it's important to establish separate boards (to the extent allowable while still maintaining control), board meetings and minutes, bank accounts and recordkeeping. Staff and office sharing is accomplished with either a cost-sharing arrangement or a management services agreement. If these services are provided by the 501(c)(6) parent, they can be provided at fair value or less, and even at no cost. It is not recommended that a 501(c)(3) provide such services to a 501(c)(6) as it is easier for the 501(c)(3) to lose its tax-exemption due to conducting more than an insubstantial amount of non-exempt activities.

Source: <https://www.raffa.com/newsandresources/publications/pages/501c3-versus-501c6-organizations-examined.aspx>

What we need to be 501c6 (some state specific)

- Contributions: not tax-exempt because provide direct services to members.

Establishing legal entity

- File Articles of Incorporation with Louisiana Secretary of State: will need
 - Define purpose of organization
 - Establish membership base (and proof of - contact information, attendance records, email records, people acting on member advice or feedback)
 - Name of filer
 - Registered agent
 - \$75
- Get federal EIN from IRS (IRS form SS-4 [link](#)) - free of charge
- Get tax-exempt status with IRS: requires - could not determine if there is application fee on IRS website. (It is \$600)
 - Form 1024 ([link](#))
 - Form 8718 ([link](#))
 - Named Board of Directors (3+ people)
- Links
 - <https://yourbusiness.azcentral.com/incorporate-501c6-12502.html>

<https://info.legalzoom.com/incorporate-501c6-23157.html>