

Meeting Notes

Title:	AHSEF Board Meeting
Location:	Online Conference call
Date:	May 12, 2019 at 11:00 AM - May 12, 2019 at 12:00 PM
Attendees:	tanvir.sharif@gmail.com; Jacob Sitati; Okomboli Ong'ong'a
Agenda:	1) Director's updates 2) Leadership changes/rotation/Succession Plan

Notes:

Treasurers update

1) Treasurer's update: Scholarships was disbursed to the students;

Chairs update

1) Chair-Okomboli will visit the school to get the relevant updates on disbursements;

New Business-Maintain Institution memory and develop a succession plan.

Leadership Changes/Rotation

1) Tanvir-looking to transition from the role of treasurer thus creating an opportunity to consider transition within the leadership. Are there other Directors who would like to transition out of their roles? This would allow us to create a staggered approach to maintain an orderly process.

2) We need to lay out the internal infra-structure so that in the event we have to make changes and as life happens we have the internal transitional structures to take up responsibilities.

3) Start the process of planning and not get reactive as the previous endowment plan fell through because of not thinking about leadership roles and continuity.

4) Start identifying folks to take over leadership roles within the fund in the long term and reach out to them. Invite them to the board and then slowly transition out.

5) Passion does not have to be limited to old boys only. We can reach out beyond the AHS fraternity and seek others to contribute and serve.

6) Determine how to identify individuals to join the organization. Networks, Directors outreach?

7) Create a long term staggered rotational transition plan within the leadership team.

Actions:

Description	Assignee	Due Date	Complete
1) Review the by laws;	Jacob Sitati	May 31, 2019	
2) Email the Directors on transitional question	Jacob Sitati	May 31, 2019	