



Florida A&M University

National Alumni Association, Inc.

REGINALD J. MITCHELL, SR., ESQ.

RECORDING SECRETARY

NATIONAL OFFICES

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Florida A&M University National Alumni Association (FAMUNAA)

Executive Board Special Meeting Minutes

Monday, February 8, 2016 8:00 p.m.

Conference Call: (641) 715-3610, Access code: 691509#

Call to Order

President Clark Called the Meeting to order.

Roll Call

Roll Call was taken by the Corresponding Secretary Artisha Polk

Invocation

Opening Prayer was done by President Gregory Clark.

Executive Board Members Participating:

Angela Bledsoe, Leroy Bell, Greg Clark, Eleanor Carter, Jean Downing, Cassie Farmer, Derris King, Charles Lewis, Carmen Cummings-Martin (non-voting), Reginald Mitchell, Juanita Moore, Akunna Olumba, Artisha Polk, Bob Porter, Van Russ, Pat Shaw, Mary Smith,

Appointed Officers:

Nichole Phillips

Quorum

A Quorum was established.

Agenda

Hotel contract – Tuskegee football game weekend

Hotel Contract with the Tuskegee Hotel Weekend. In discussion with Vernon Bryant, it was decided that the NAA should get a hotel and contract it for both the NAA and FAMU. President Clark reached out to his contacts with the mobile Convention and Visitors Bureau (CVB). Battle

house Hotel (Renaissance Property in Mobile, was selected as the choice hotel. Rooms for Thursday, Friday, and Saturday. This will be 210 hotel rooms. Recruiting will take place and rooms.

The rate will be \$115 per night, \$6 for each room will come back to the NAA (See attached proposal).

The General Counsel has reviewed the contract.

Mary Smith asked a clarifying question as to whether or not the university will use the same hotel. The response was “Yes”.

Van Russ asked if we reached the contracted amount, could we increase the room allotment. President Clark answered “Yes”.

Jean Downing asked could we raise the rebate amount from \$6-\$7. The answer was “Yes”, the hotel will accommodate us.

General Bell asked about hotel activities for the weekend and the planning for any other expenses (e.g. hotel deposit). No deposit necessary. Individuals will be responsible for its own room, but the NAA will be responsible for 80% attrition.

The idea of a Fundraiser at a location nearby is a possibility, possibly even the Tuskegee Alumni Association that the President will refer to Mary Smith and the Fundraising Committee.

Action Item: General Bell moved and **Jean Downing** seconded the motion for the Executive Board to authorize the President to pursue the hotel contract as defined in the other activities associated with the FAMU vs. Tuskegee Football game in September. **The motion passed unanimously.**

The Corresponding Secretary will send out the notice once the contract has been signed. All Executive Board Members should book their room as soon as possible once the notice has been sent. The information will be then be sent out nationally.

NAA event – Tuskegee football game weekend

Brew City Rattlers chapter charter (Milwaukee, WI)

Although there is work to be done on charter documents with the Membership Committee, the President will look to guidance from the Regional Vice Presidents as it relates to chartering or re-chartering chapters. Thus, we will not hold back chapters from being formed.

Derris King, Midwest RVP spoke on re-chartering the Milwaukee Chapter. They have met the initial requirements to form a chapter and are ready. They have paid their dues, established a bank account, and requested chartering.

Action Item: Derris moved to re-charter the Milwaukee Chapter to be known as the Brew City Rattlers. Eleanor McCoy Carter 2nd the motion.

General Bell had an un-readiness and asked if the chapter had acquired the EIN, Start-up Kit, or if there will be a trial period, or requiring them to attend a national meeting.

Derris King stated that their plan is to coordinate with the Executive Director and get the blessing of the Executive Board before they do all of the things that General Bell mentioned.

Motion passed with one “No” vote by General Bell.

Request for Honorarium to Regina Gardner, Special Assistant to the President for Fiscal Affairs

Action Item: President requested a \$1,500 honorarium for Regina Gardner for work done from January until the date of the meeting. The President is asking for an initial honorarium tonight, but wants to refer any future payments to the Budget and Finance Committee.

Carmen Cummings-Martin spoke further on the quality and quantity of the work that Regina has been doing on behalf of the FAMU NAA. Processing of checks; Travel reimbursement; payment of scholarships; the need for meticulous entry of Quick Books for financial transactions. Regina brings passion to the institution and is always eager to share her institutional memory when it comes to NAA transactions even though she is no longer employed.

Mary Smith mentioned that Regina is working without any other employment and do we expect her to wait for us to decide to bring her on at a later date. President Clark replied that he would like her to be paid now, the Budget & Finance will look at a longer term to come back to the Executive Board for our meeting on February 24, 2016.

Roy Bell observed that the honorarium will be for a period of time and that we stipulate the term and do the same for future terms. We should also deal with these matters in our procedures and bylaws.

Reginald Mitchell, Chair of the Budget and Finance Committee said that the Committee will meet this Wednesday to discuss this matter.

Jean Downing moved and **Mary Smith** 2nd a motion to pay Regina Gardner a \$1,500 Honorarium for the work that she has done for the NAA from January to the present date.

Motion passed unanimously.

Good of the Order

Mary Smith gave an update on Fundraising efforts that kick-off on Thursday. They are asking 200 people to give \$100 for \$20,000. That seems to be the category that people are giving the most. She will submit the budget to the Board in itemized form on the meeting on the 24th. The \$10,000 given should go up on the website.

Chuck Lewis mentioned that we currently have 166 total registrants for the Convention at this point. This is ahead of last year's Convention by far.

Adjournment - The meeting adjourned at 9:09 p.m.

To: Executive Board, FAMU NAA

From: President Greg Clark

Re: Hotel Opportunity/FAMU-Tuskegee Football Game Weekend

February 8, 2016

Board,

The FAMU NAA has an opportunity to secure the host hotel for the Tuskegee/FAMU football game weekend in Mobile, AL. The game will take place on September 17, 2016. This will present an opportunity to provide benefits to our membership while making a profit for the organization. The general counsel has vetted the contract and we can move forward with execution. Here are the facts:

1. **Hotel: The Battle House Renaissance Mobile Hotel & Spa, 26 North Royal Street, Mobile, AL, 36602, (251) 338-2000**
2. **Rate: \$115 per night**
3. **Room Contracted: 210 (10 Thursday, 100 Friday & Saturday each)(we only have to sell 168 rooms because we need to meet 80% occupancy.**
4. **Room rebate is \$6.00 per, room per night to the NAA (Potential to make \$1500 for the NAA)**

SPECIAL CONCESSIONS

- *Complimentary Presidential Suite Thursday, September 15- Sunday, September 18, 2016*
- *Complimentary Hospitality Room(Tree House) for Alumni Association*
- *Two (2) Executive Suites at group rate of \$115.00 Friday, September 16- Sunday, September 18, 2016*

CUTOFF DATE

Reservations by attendees must be received on or before Sunday, August 21, 2016 (the "Cutoff Date")