



**THE OHIO EDUCATIONAL OUTREACH FOUNDATION BOARD MEETING
MINUTES
19 September 2024**

Meeting was held VIRTUALLY

Members Present:

Mr. Tom Wells, President
Mr. Bill Kugel, Vice President
Ms. Linda Lange, Secretary/Treasurer
Dr. Vince Russo
Ms. Fran Duntz (newly appointed 19 Sep 24)

Members Absent:

Ms. Shiela Wallace
Maj Gen Ed Mechenbier

Dan Andrews was not present as this was an OEOF Board member meeting only due to subject matter.

A special OEOF Board Meeting was convened to continue discussion on filling three board member positions including the upcoming filling of the Secretary/Treasurer position which serves as an interface with much activity support the Wright-Patt Educational Outreach Office.

The meeting began with a nomination by Dr Vince Russo for Ms Fran Duntz to become an OEOF Board member effective 19 Sep 24 which was voted on and unanimously accepted. Welcome Fran! Her bio is briefly summarized in the attached briefing.

GENERAL DISCUSSION:

President Tom Wells informed the group of a meeting that he, Vince, and Linda had on 13 Sep 24 with Michelle Lovely of the Dayton Foundation about possibly managing the OEOF activities, and particularly the treasury activity. Options are described in the attached charts.

Bill Kugel reported back on his contact with two accounting firms for guidance on hiring them to perform this type of function. Most of their interactions were for much larger firms and not necessarily in line with duties of the OEOF nonprofit which for the most part maintains a balance of \$200K, and duties are more that of simplistic bookkeeping. While there are several activities associated with the account, high activity stems from writing smaller dollar checks and paying for items that cannot be purchased using appropriated dollars. This heightened activity occurs during the Lego League tournaments which are hosted on behalf of the state of Ohio.

Through these discussions, the consensus of the group is it may be necessary to provide a stipend to an individual who would be willing to take on this function which would enable to the Board to continue as an entity. The Board did not settle on the exact amount that would be provided but thinking may be in the range of \$2 to 5,000 which would be paid annually with expectation that individual would perform the job as needed throughout the course of a one-year term. Tom has a person interested that has served as treasurer for the Dayton Aerospace, NDIA, and PTA organizations. Linda also was told of an individual who is a Government worker and an acquaintance of an ARCTOS employee who may have a small degree of interest at this time. Through this discussion on the treasurer/secretary roles, Linda also brought up (1) maintenance of the OEOF website; establishment of a pay pal account to handle tournament registration; and access to ARCTOS employees who sporadically assist with the needs of the OEOF. All these functions most likely can be worked other ways once it is decided the way forward for the position(s) and will be worked accordingly. Linda has agreed to stay in position until 31 December 2024 and will also be available for consultation thereafter.

ACTION: Tom will circle back to his prospect concerning the Treasurer position, and if interested, will arrange time to meet with her and Linda to get more details on what all the job involves. Tom also suggested that \$500 stipend be paid to the individual for this time to learn about the position. Bill Kugel moved this be approved and the Board unanimously approved.

President Wells reminded everyone that currently the Secretary/Treasury positions are combined and would like to see those separated. Currently, the Board has three vacancies; and Linda's position which she now has agreed to will become vacant 31 December 2024 making a total of four – with two of those positions needing to fill officer slots. **ACTION: Tom encouraged everyone to think about candidates for these vacancies, investigate their interest, and report back to the Directors.**

ACTION: Linda asked if Bill would work with her on establishing an eBay account for OEOF which he agreed to; Linda has action to reach out and set up. The issue was we do not have anyone that wants to do this from their personal account because of tax implications.

Previously we had a person doing this that ran a nonprofit, so it was not an issue. eBay sales come into play after the state tournament as the OEOF can sell their used Lego kits which are a high demand item and has typically been very lucrative for the OEOF.

In planning for the next meeting, the goal is to approve the budget for 2025. **ACTION:** Vice President Kugel to work with Linda to develop the proposed budget.

ACTION ITEMS: Bold-faced above.

NEXT MEETING; Tentatively scheduled for 16 January 2025 at 1 pm. Meeting will be held at Dayton Aerospace Inc., Orville Wright Conference Room, 4141 Colonel Glenn Hwy, Suite 252, Dayton OH 45431.

Approved.

TOM WELLS
President

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Tom Wells' Presentation