



CATHEDRAL SCHOOL ALUMNI ASSOCIATION INC.
6821 Purple Lilac Ln. Clinton, MD 20735
Executive Committee Summary



August 22, 2021 at 18:00 / 06:00 pm e.s.t.

Zoom:

Meeting was opened by the President Wede Gant at 18:10/6:10pm

In attendance;

President Gant, Wede... present, EX VP Seibure, Francis... present, VP MBS Wilson, Gwendolyn, Treasure Sakor, Joyce... present, Financial Secretary Debblay-Burrell, Tanya... present, Secretary Wright, Simala... present, Chaplin Afolabi, Andrea... present, CEF-Board Chair Crusoe-Holmes, Thelma... present, DMVWV Chapter Tukupah, Isaac... present, FL Chapter Joseph, Agatha... present, GA Chapter Rev Hooke, Clifford... present, NY/NJ Chapter Chea, Elseah... absent, Tri-State Chapter Jones, Himien... present, TX Chapter Acolaste, Cephas... present (collectively, the "Executive Committee").

Agenda:

1. Opening prayer
2. Introduction
3. Set time for future meetings
4. 2022 Convention host
5. Financial reports
6. Committee reports
7. Other business
8. Closing prayer

Notes:

1. Vice President Seibure proposed the following guidelines for this and future meetings:
 - a. Efficiency
 - b. Looking and moving the organization forward. (The past is the past except for unfinished business, e.g., the ratification of the constitution).
 - c. Debate should be limited to two for and two against and a decision is made except in circumstances that are not feasible.
2. The next Executive Committee meeting is schedule for **12 SEP 2021 at 18:00/6:00pm and, thereafter, every two weeks beginning Sunday 26 SEP**. President Gant will distribute email messages with suggested times to be agreed upon by the majority to conduct the meeting.
3. DMVWV chapter president Mr. Isaac Tukupah communicated to the Executive Committee



CATHEDRAL SCHOOL ALUMNI ASSOCIATION INC.

6821 Purple Lilac Ln. Clinton, MD 20735



indicating that as agreed in the last plenary session held at the Florida convention 2019, the 2022 convention will be hosted by the DMVWV chapter.

4. Financial reports process:
 - a. The treasure receives funds electronically or in-person.
 - b. Funds are deposited into the appropriate account—CSAA or CSEF—with donor information recorded.
 - c. The financial secretary receives the transaction/bank statement paperwork from the treasurer and reconciles the monthly statements to transactions done in the account. If there is a request by the president to view a bank statement, that statement will be provided.
 - d. Reports are created twice annually. This frequency is dependent on the yearly activities. In some years the organization is not as active as others and there are no projects or disbursement of funds with a final report created and posted on www.csaa-national.org for viewing by the members and public prior to National Convention.
 - e. The financial secretary also prepares and files the CSAA Inc. taxes when due to the IRS and notifies the executive board once completed.
 - f. Financial records/bank statements are viewed by the financial secretary and the independent auditor(s). The auditor(s) submit their reports and findings to the president and executive vice president. Upon receipt of the reports and findings, the president and executive vice president present the reports and findings to the Executive Committee of CSAA Inc.
 - g. While reporting the Financial Secretary's role and responsibilities, there was a question asked around the issue with the NY/NJ chapter funds and CSEF account. The Financial Secretary stated, that during the plenary session, the finding was events such as Arch Bishop Michael Francis gala financial transactions were being done leveraging the NY/NJ Chapter account instead of the Cathedral School Educational Foundation (CSEF) account which was a challenge to differentiate between the two entities. TX chapter president Mr. Cephas Acolaste recommended that a separate meeting be held to this issue and all financial questions in the interest of time.

5. Committees:
 - a. There is no standing committee. Committees are formed on an as needed basis for specific tasks and once completed the committee is disbanded.
 - b. President Gant and EX VP Francis suggested they would come up with a list of tasks they wish to accomplish and from that list committees can be formed.
 - c. Ms. Joyce Sakor advised to have a minimum of three items so as to not overwhelm the Executive Committee. Also, there is some unfinished business which was initiated under previous administrations that has yet to be completed.
 - d. Mr. Acolaste suggested that the first major committee to be stood up should be the constitution review committee to address the deficiencies in the current constitution.

6. Other Business:
 - a. President Gant is looking into how to include additional persons to assist Vice President for Membership Ms. Gwendolyn Wilson. The goal is to synchronized members' locations with chapters.



CATHEDRAL SCHOOL ALUMNI ASSOCIATION INC.
6821 Purple Lilac Ln. Clinton, MD 20735



Zoom vs Free Conference Calling

- a. President Gant and EX VP Seibure prefer using Zoom due to the additional features it provides.
 - b. FL and Tri-State presidents prefer free conference calling.
 - c. President Gant and EX VP Seibure volunteer to pay the first year of \$149.99 [for conferencing] and at the end of the twelve months the committee can review the worthiness of the investment.
 - d. No decision was made and will be finalized at the next scheduled meeting.
7. Chaplin Afolabi gave the closing prayer and the meeting was adjourned by president Gant at 20:10/8:10pm.

WRIGHT, SIMALA
Signed by Secretary

GANT, WEDE
Attested by President

SEIBURE, FRANCIS
Attested by Executive Vice President