



CATHEDRAL SCHOOL ALUMNI ASSOCIATION INC.

6821 Purple Lilac Ln. Clinton, MD 20735

Executive Summary



August 30, 2021 at 20:00 / 08:00 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-Jallah, Andrea... present, CEF-Board Chair Crusoe-Holmes, Thelma... present, DMVWV Chapter Tukpah, Isaac... present, FL Chapter Joseph, Agatha... present, GA Chapter Rev Hooke, Clifford... absent, NY/NJ Chapter Hammond, Rillette... present, Tri-State Chapter Jones, Himien... present, TX Chapter Acolaste, Cephas... present (collectively, the "Executive Committee") and guest, Tolbert, Stephen

Agenda:

1. Ground rules
2. Opening prayer
3. Introduction
4. Mr. Steven Tolbert statement
5. Questions and answer
6. Conclusion
7. Closing prayer

Note:

1. Vice President Seibure proposed ground rules for the meeting including:
 - a. Respectful dialogue.
 - b. Questions and comments focused on the issues raised at the August 7, 2021 plenary session.
 - c. Mr. Tolbert understanding that the Executive Committee has new members who need to understand the issues so as to misunderstand questions that will be asked.
2. President Gant welcome everyone and Mr. Stephen Tolbert, invited, to address the Executive Committee on issues raised at the just ended August 7, 2021 virtual convention.
3. Mr. Stephen Tolbert denied any wrongdoing by him and the NY/NJ chapter. He denied any knowledge until recently as of 2019 that the Cathedral School Alumni Association Inc. (CSAA) was the owner and had to file, as part of its reporting requirements, gross receipts under its Employer Identification Number (EIN) to the Internal Revenue Services (IRS). According to



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Stephen this came about after an audit was initiated by the administration of the Cathedral School Educational Foundation (CSEF), which is required every two years. CSAA National President Mrs. Joseph, Agatha emailed all active chapters requesting that they submit two years of bank statements and not five as have been reported. Stephen Tolbert sent to the Chief Financial Officer who is the Financial Secretary (FS) seventeen bank statements. He communicated with the FS to verify she did receive the statements and also with President Joseph that the NY/NJ chapter were in compliance with the directives. However, there was a caveat that he was only able to access the records from August 2018 forward. "The bank online system did not allow us to download anything prior to that that was the bank I think. Probably the bank is who we deal with it only allowed us to download from August 2018 forward. We couldn't go below that so that was also in writing fully stating here's what we have comply with your request unfortunately we cannot go back any further."

4. As to the issue of a third account on the bank statements, Stephen denies that there is a third account. He stated that there are only two accounts the chapter maintained—one for the chapter and the other for convention. He indicated that at some past time there were guidelines issue to the various chapters to have two separate accounts one for the chapter and the other for hosting the national convention. The dollar that was identified as going into a third account is not the case. Rather, a transfer from their main account to the convention account was engaged to prevent closure due to dormancy. "It is the way whatever you have to state and you do so only set up was a way to meeting ongoing activities very simple take \$1 from our regular account and put it the other account minimum \$12.00 a whole year in cathedral accounts so cathedral money but that's only done to keep the convention account active so it doesn't go dormant so that the bank does not close it down very simple."

5. Question and Answer Period:

Joyce: Steve you mentioned earlier in the early part of your statement, that you got a request for all accounts that uses the EIN number. You just mentioned an account that you keep open for convention because usually every four or five years New York chapter tend to host the convention. Does this account that is receiving the dollar uses the EIN number?

Steve: Absolutely we have no choice but to open an account in the name of CSAA with the CSAA EIN.

Joyce: Ok was two years of statements sent from this account sent to national?

Steve: No actually we did not send statements for that account. Joyce again that is a hundred dollar account.

Joyce: That is not the question.

Steve: Agree, agree, agreed so yes we did not send any statements form that account. We were focusing on our regular account where we do our annual activities. They asked us for bank statements we knew very well that they're trying to do a test \$50,000 so really do we need to send the other statement?

Joyce: That is beside the point.

Steve: Let me finish now. Please don't interrupt me. So I didn't see the need for bank statements for that dollar transfer or that hundred dollar balance. Having said that, once they got the report and



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they saw the two bank accounts no one came back and said hey please also provide the bank statements for this \$100 account. No one ask for it. If they had asked we would have given it to them. We have no reason not to give it but yeah we can go download those statements just like we downloaded the statements on the regular account but we didn't see the need to do that. Like I said it's \$100 doesn't have much activity in it but we'll be glad to provide those statements if anyone asks no one asks.

Joyce: It was asked. You mentioned early that every EIN number account was supposed to produce statements. So it was asked and as you say you are a professional you do this for a living so you know it was asked.

Steve: absolutely correct Joyce I agreed and like I said I made a judgment call not to produce that because it's only had \$100 forgive me for making that judgment call it's available we can make it available if you will like us to do that tomorrow. All you are going to see there is a dollar going into the account every month that all that's there.

Joyce: Another thing, you also mention that you could only download seventeen statements the bank policy, I believe, but every bank I know you can go into and request what year and they will furnish it for you. So a request was made and they ask you to comply and you only give what you thought. You made a judgment call as your own words as you thought what was asked but they said two years and didn't get everything they needed.

Steve: No I did not make a judgement call on the number of statements sent. I sent the statements I had access to at the time which were seventeen statements and I also made a statement saying that the other statements are not available for download. Now again you know we can push everybody here one way or the other if somebody wanted to say come back to me and say hey Steve hey I know you could only down like you are saying to me now someone could have made that call and say I know you only downloaded seventeen bank statements why don't you go to the bank and get the other I don't know five or six that were missing. Yeah we could have done that so we all didn't do things perfectly here but that just communication back and forth that's not anybody complying and more importantly if you want to press this issue Joyce why then is National saying we only provided three statements? Can you explain that?

Joyce: Because I saw only three months that's what I saw.

Agatha: Joyce can I answer that. Can your hear me? I think there is a misunderstanding about the three months worth of statements. No one at least I've never said that New York provided three months worth of statements. The three months worth of statements came when I requested and audit of CSEF account be done for five years since the last time it was done was five years from the time I requested it. the auditor report showed that only three months worth of statements was provided and I did not call that an audit it's a review of our statements so that's where that three months statement comes from let's not misstate that. No one said it. New York chapter provided. It was the CSEF account before it was handed over to national for the audit for the five years audit only three months were a statement was provided to the auditor.

Steve: Ok so let me see if I understand.

Agatha: That is a true statement right? Steve I want you to confirm that please.

Steve: Ah first of all this is my first time hearing that CSEF was been audited for five years. Never heard that before.

Agatha: Wow!

Steve: Never, never



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Agatha: Wow

Steve: is it in writing some where?

Agatha: So how many years did you know it was audited for?

The recording will give you the rest of the details from the question and answer.

6. Conclusion:

- a. Stephen has until Sunday September 5, 2021 to provide copies of the bank statements of the account withheld. He will also provide copies of the 2019 audit of the CSEF and communications from what was requested to perform the audit.
- b. There must be a transparent process establish EIN use by the chapters.
- c. Rillette asked for time to research and provide the remaining documents (cancelled checks written to and against with the corresponding receipts). Stephen made a conditional statement "I will provide the remaining documents only if that same request is asked of the other chapters."
- d. An official letter will be drafted indicating the documents needed for the future audits to be determine.

7. Chaplin Afolabi-Jallah give the closing prayer and the meeting was adjourn by president Gant at 22:25/10:25pm.

WRIGHT, SIMALA
Signed by Secretary

GANT, WEDE
Attested by President

SEIBURE, FRANCIS
Attested by Executive Vice President



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