

## **Members & Board of Directors Meeting Agenda April 24, 2021 (Virtual)**

**Our mission:** Prevent Disease, Promote Health and Literacy for a Sustainable Future.

### **I. Welcome and Call to Order**

The Board chair (Mike Olotu) sets a respective tone for the meeting, makes opening announcements, and reminds all about silencing phones and any other environmental stimuli.

### **II. Consent Agenda**

Approval of the Humanity & Health Foundation organization ethics and policies documents (available at <https://www.humanityhealth.org/humanity-health-foundation-ethics-policies/> ) formal approval with limited or no discussion. Members should go through the documents before the meeting.

- A. Conflict of Interest Policy
- B. Equal Employment Opportunity and Anti-Discrimination Policy
- C. Executives Compensation Policy
- D. Financial Management Policy, including Internal Control.
- E. Travel Expenses Reimbursement Policy
- F. Policy for Board Approval of Compensation
- G. Policy for Board Approval of Compensation Comprehensive
- H. \*New Agenda

### **III. Chair's Report**

The Board chair will frame the meeting for board members by giving them some context:

- Nonprofit Legal Requirements and Ethics
- Budget and Finance
- A formal introduction of regional program leaders in (Liberia, Nigeria, and Georgia), and key offices “pending selection”
- Projections and proposing guidelines to staff.

#### **IV. Board President's (Rebecca Ajibola) Report**

- Current Significant Issues
- Update on Strategic Plan Implementation
- Major Key Performance Indicators
- Risk and Compliance Update
- Projects in the pipeline in Nigeria, Liberia, and Georgia in the USA
- Affiliations, Benefits, Service Training & Development Plan
- 2021/2022 Fiscal Year Officials Selection Process (Implementation Date)
- \*Other Updates

#### **V. Strategic Discussion/Big Questions:**

1. What should HHF accomplish in 2021/ 2022?
2. How might we measure success?
3. What can we as a Board member do to support these priorities?

#### **VI. Finance Report Treasurer**

The board chair may ask if there are any questions regarding it, but does not take a vote on it, unless it has been audited first. The treasurer's report is simply filed.

#### **VII. \*New Business/Project**

New business pertains to new items on the agenda. (You may introduce a new item before the meeting with the approval of the board chair, [you must forward the agenda](#) not later than three days before the meeting).

#### **VIII. Announcements**

The board chair opens the floor for general announcements of special interest to the membership.

#### **IX. Meeting Closing**

- Review actions from this meeting
- 2021 Meeting calendar
  - Next proposed Members & Directors Meeting (Bi-monthly) – June 26<sup>th</sup>, 2021
  - Next Board Quarterly Meeting – August 28<sup>th</sup>, 2021



- Project plans, reports, and discussion (Biweekly, via Zoom, check the calendar page for access link, Next Meeting May 8<sup>th</sup>, 2021)

## **X. Adjournment**

When the chair determines that all business is finished, the board chair entertains a motion to adjourn. A motion to adjourn must be seconded and may not be debated or amended. A majority vote moves the meeting to adjournment.

(These are legal requirements).

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## **HHF Officers 2021/2021 Fiscal Year**

1. General Secretary: to be selected
  - a. Assistant Secretary – to be selected
2. Africa Regional Director: Kenny Shadracks
3. Nigeria Programs Director: Mike Olotu
4. Liberia: Program/Project leader: Amu Roberts
5. USA Program Director – to be selected
6. Regional Secretary – to be selected for (Nigeria, and Liberia)
7. Specific Project/Program Team Leaders (to be selected for each region)
8. Marketing Manager – to be selected
9. Social Media Manager – to be selected
10. Affiliation and Liaison Officer – to be selected
11. Training & Development Manager – to be selected
12. USA Fundraising Director – Mede Sabaah
13. Africa Fundraising Director – to be selected
14. Regional Finance Secretary & Treasurer – to be selected for (Nigeria, Liberia & Georgia)
15. Field Officers/Support workers – to be selected for each region
16. Account Signatories (Nigeria)
  - a. M. Olotu
  - b. K. Shadrack
  - c. To be selected
17. Account Signatories (USA)
  - a. Mede Sabaah
  - b. Rebecca Ajibola
  - c. Rotimi Ladapo Ogunleye