

ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY, INC.®

301 RHODE ISLAND AVE., NW SUITE 2204, WASHINGTON, DC 20001

P 202.238.5910 | W www.asalh.org

As of 12/12

ASALH EC Agenda December 16, 2021 7:00p EST Zoom *All links are hot*

I. President Higginbotham's Remarks

Commendation of outgoing and incoming council members.

<https://asalh.org/members/executive-council-officers/>

II. Adoption of minutes (Sept., Oct., and Nov.*) – Kaye Wise Whitehead

<https://asalh.org/asalh-monthly-executive-council-meeting/#1636514205947-c66715df-3598>

September and October are on the page (scroll down to 2021)

November will be sent in a separate email.

III. Financial Update - Gilbert Smith

The Audit and Finance Committee moves the approval of the contracts and expenses for the 2022 Howard/Mellon Grant contractors for the month of January at \$23, 300.

Rationale Regarding the 2022 Howard Contract

ASALH received verbal approval from Howard to move forward with the Mellon Grant from Howard and to execute the scope of work in the grant proposal for 2022.

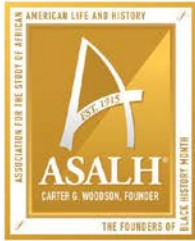
The discussion during the A&F Committee was to move forward with the work by contracting with the PM (Michelle Poucheau), her two assistants, and Dr. Brook (creator of elements needed for the Black history Kit) effective 1.1.22. The A&F Committee has agreed to move forward with these contracts for January. This proposal is being recommended for approval by Planning and forwarded to the EC for action.

This grant requires that ASALH expend all funds upfront and receive reimbursement from Howard. As a result, an invoice will be created for January which will include the contractors and any other approved reimbursable expenses during the month. It may take Howard a bit more time to pay the invoice, but we have every reason to believe that the invoice will be paid. Michelle P. will work with the AP team at Howard in January to confirm these terms.

Additionally, contractors submit invoices once a month, after the end of the month. The invoice for work completed in January will be received in February and will appear on the February invoice to Howard.

IV. Unfinished Business

- a. Adoption of 2022 Budget - Gladys Mack



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<https://asalh.org/wp-content/uploads/2021/11/ASALH-2022-Budget-Working-Draft-As-of-10-27-21.pdf>

- b. Adoption of H.R. Contract for the ED (Executive Session)
- c. Membership Report - Status of Branches- Barbara Dunn
<https://docs.google.com/spreadsheets/d/1MAiO1j-ecMtW0MXfdbIDuBB5nak2ml1bApBv3Yt0ArE/edit?usp=sharing>
- d. Governance Committee Report on the Branch Handbook- Zende Clark,
The report will be posted to the EC Private Page
- e. Black History Month Festival Update Gladys Vaughn
<https://asalh.org/family-history/>
- f. Academic Committee Report - Lionel Kimble/Tara White
https://asalh.org/wp-content/uploads/2021/12/APC_Report_11292021-2.pdf

V. New Business

- a. Family History Project - Lionel Kimble/Sylvia Cyrus
<https://asalh.org/family-history/>

VI. Announcements

Executive Council Members, Class of 2022 and Class of 2023:

As we begin our administrative preparations for 2022, we are asking that all Executive Council members of the class of 2022, and the class of 2023, sign *The ASALH Executive Council Performance Agreement**, the *ASALH Executive Council Code of Ethics*, and the *Conflict of Interest* Form and submit them to the Executive Director, Ms. Sylvia Cyrus at scyrus@asalh.org before January 1, 2022.

[Code of Ethics ASALH-Oct. 2020.doc](#)

[CONFLICT OF INTEREST POLICY.docx \(asalh.org\)](#)

The Performance Agreement will be sent in a separate email.