



Annual Report 2016

Atlanta-area Evaluation Association

Prepared by 2016 Treasurer
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Reflections from the President

Since 2012, AaEA leadership has focused on three strategic goals to advance our management and operating procedures in response to our growing membership: 1) establish and sustain efficient systems and processes for organizational management and operations, 2) diversify events and membership, and 3) promote and practice evaluation in the broader community. In 2016, making progress on these priorities was imperative in preparation for Evaluation 2016 to be hosted in Atlanta.

We kicked off the year in January 2016 with a leadership retreat focused on “strategic doing”, and, as a result of that meeting we agreed to leverage opportunities that the Evaluation 2016 conference afforded us in regards to outreach and visibility. AaEA leadership increased our focus on strategic activities that were well-aligned to drive membership and volunteer engagement for the conference, as well as streamlining our systems (specifically communications, event registrations, and membership management) to support organizational efficiency, always mindful of minimizing burden for our volunteers and members.

As you read the Annual Report, you will see that we spent a lot in 2016, because we accomplished a lot. Even long after the conference, I still get these comments “that was the best AEA conference I have ever attended!” In addition to the conference, this year saw us rejuvenate and expand our Pro Bono Evaluation work with seven new projects completed with community partners. We also started our work to connect with students with the Student Mentoring Panel, which was a hit!

Thanks to our Treasurer, Lillian Madrigal, we did not break our bank with all that occurred with the conference and regular AaEA programming. Membership dues are what pay for the snacks and beverages and other upfront costs. You may recall the popular and exhilarating “Beer and Evaluation” event. If you want an encore of that, we will have to prepay for a venue and minimum food and beverage cost to accommodate the volume of attendees. So, if you like what we have been doing, please continue to support us by [paying for your membership](#) or by becoming active on one of our [committees](#) and helping us make ideas become reality!

While we have many amazing leaders in the evaluation community, I do want to take a moment to display my deepest gratitude to my leadership council. They turn ideas and dreams into reality; they are self-starters, doers, and change leaders. They have a proactive approach and enthusiastic manner. I cannot say good enough things about them (look at the numbers and our report). They care deeply about the evaluation community and contribute so much! I extend these same sentiments to the countless dedicated members that volunteer to help with events, conference, and small tasks. No task is small; every little help means a whole lot (see list of volunteers on page 14).

It has been an honor to serve AaEA for the past four years in various roles and as the President during the year of Evaluation 2016 in Atlanta. I will take the opportunity as 2017 Past President to reflect on our progress and lessons learned over the past few years to help us sustain. I aim to work on a strategy/plan (a succession, retention, or knowledge transfer strategy if you will) to bridge and make connections between novice and experienced evaluators or new and established members and leaders.

This community of evaluators is more important than ever. Still riding the energy and momentum from 2016, a lot more is to come from the 2017 leadership council. So come on out, meet them, reach out to them, talk to them, and support them.

To close out 2016 Year of Intergalactic Evaluation, may the force be with you.



Linda Vo
2016 President

Executive Summary

The Atlanta-area Evaluation Association (AaEA) was formed in 2000 to support the broad and diverse group of evaluators in the Atlanta area as a local affiliate of the American Evaluation Association. We provide networking and professional development opportunities, promote evaluation practices, and engage in a wide range of activities, including providing pro bono evaluation to community organizations. This report provides a comprehensive overview of the organization's activities and finances from January 1st 2016 to December 31st, 2016.

2016 Officers and Council Members

President – Linda Vo

Secretary – Lindsey Barranco Stillman

Treasurer – Lillian Madrigal

President Elect – Krista Collins

Past President – Sarah Gill

Communications Committee Chairs – Caren Oberg & Linda Baffo

Finance Committee Chair – Lillian Madrigal

Membership Committee Chair – Ashley Marshall

Pro Bono Committee Chairs – Sarah Sliwa & Erin Lebow-Skelley

Program Committee Chair – Aisha Rios

Committee Reports

AaEA comprises five committees: communications, finance, membership, pro bono, and program. The following are key accomplishments for each committee.

Communications Committee

In 2016, the Communications Committee was led by Caren Oberg and Linda Baffo, overseen by Krista Collins, President-Elect and AaEA leadership liaison to the Communication Committee. Driven by the intent to strengthen and streamline AaEA communications in preparation for Evaluation 2016, this team developed new processes and positions to better communicate awareness of AaEA to evaluators in Atlanta and events, programs, and items of interest to AaEA members. Key positions developed to accomplish this work included a Strategic Planning (committee level) Lead, Newsletter Lead, Website Lead, and Social Media Lead.

Major accomplishments of 2016 include:

- The implementation of a strategic action plan for communicating to our members on a regular and consistent basis by introducing internal templates and processes to AaEA Council and committee chairs
- Timely and regular distribution of a bi-weekly newsletter which includes content of interest to members as well as early and frequent advertising of programs and events
- The development of promotional materials for promoting AaEA at Evaluation 2016 and AaEA events

- Ongoing updates of AaEA's website to be a platform for members to find out about events, Pro Bono work, and Evaluation 2016
- Revived and supported use of LinkedIn, Facebook, and Twitter
- Initiated use of Eventbrite registration

Finance Committee

In 2016, the Finance Committee was led by the Treasurer, Lillian Madrigal. Most of the functions of the Finance Committee are the main responsibilities of the treasurer. These include ongoing management of membership dues, registration table, reimbursements, and submitted payments for annual expenses. In addition, the finance committee oversees the budget and keeps the council updated on monthly trends in expenses and income. Financial details are included in the Financial Report below.

Major accomplishments of 2016 include creating a seamless process with the membership manager to keep track of memberships in MailChimp and releasing the first Annual AaEA report (a summary of 2015), which was sent to the membership in April 2016.

Membership Committee

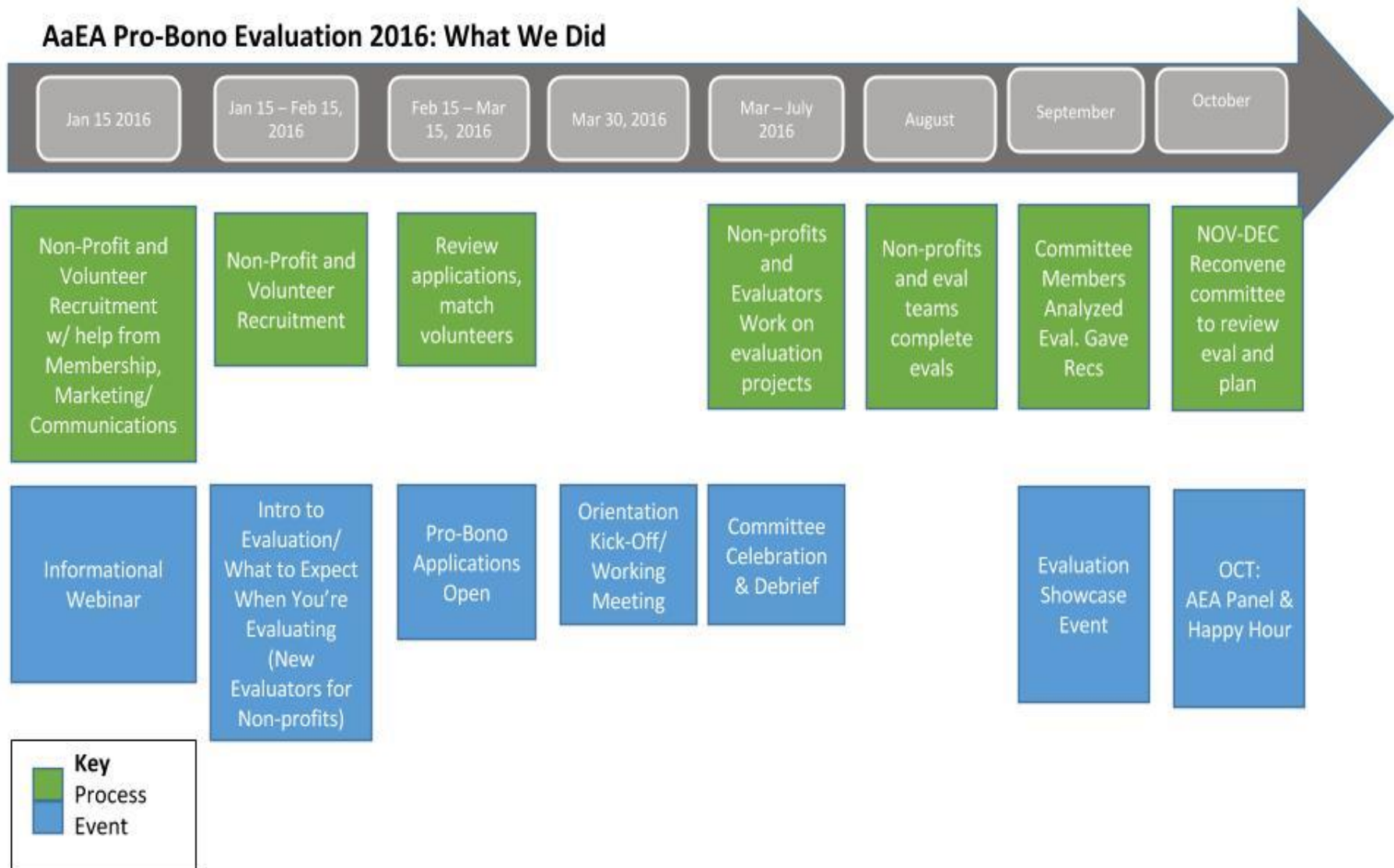
In 2016, the Membership Committee was led by Ashley Marshall, overseen by Lindsey Barranco Stillman, Secretary and AaEA leadership liaison to the Membership Committee. This team is responsible for all membership committee tasks, including maintaining the membership list in MailChimp, sending membership renewal reminders, welcoming new members to AaEA, and thanking renewing members.

Major accomplishments of 2016 include streamlining membership management processes, making better use of MailChimp to send membership renewal reminders, and creating stock language to quickly and consistently connect with new and renewing members.

Pro Bono Committee

In 2016, Sarah Sliwa and Erin Lebow-Skelley led the Pro-Bono Committee, which is the largest and most active AaEA committee. The Pro Bono Committee promotes the science and practice of evaluation in Atlanta-area communities by offering in-kind program planning and evaluation services to nonprofit organizations in Atlanta. AaEA has been providing such services for a few nonprofits. With hopes to scale up, the committee developed, formalized, and piloted a process. The aim of the Pro Bono Evaluation Program is to build the evaluation capacity of organizations and strengthen evaluators' practice and capacity. The program is designed to match volunteer evaluators with nonprofits and help them identify evaluation needs and create practical deliverables for use towards more evaluation. In 2016, the committee successfully completed seven Pro Bono evaluation projects within 12 weeks. Through this process, the committee oriented interested nonprofits to evaluation via a mini-workshop on "What to expect when you're evaluating" as well as the application process. At the completion of the projects and the evaluation of the pilot, AaEA showcased this work at a celebratory event at Sweetwater Brewing Company. The evaluation showed that both non-profit and AaEA members are interested in this opportunity; that the assembled teams worked well; that completing discrete projects in 12 weeks is possible; and that both nonprofits and evaluators alike had a positive experience. Figure 1 provides more details about the committee's accomplishment.

FIGURE 1: 2016 PRO-BONO EVALUATION COMMITTEE ACTIVITIES



Program Committee

In 2016, Aisha Rios led the Program Committee, overseen by Linda Vo, President and AaEA Leadership liaison to the Program Committee. The main responsibilities of this team are to plan and host networking and professional development events for AaEA members and non-members alike. Programming events are intended to provide diverse opportunities to engage local professionals and students working in evaluation or interested in learning more about the profession and to help provide a sense of community locally.

Key accomplishments of 2016 include consistent and well-attended events throughout the year to complement much activity and planning surrounding Evaluation 2016, and increased engagement with students and local universities through events held in 2016 and anticipated partnerships in 2017. The committee continued implementing networking and webinar events as well as Walk and Talk events, which were initiated in 2015. In 2016, the committee hosted a first-time showcase event to highlight and celebrate the work of the Pro Bono Committee as well as a first-time mentoring and career panel for students.

In 2016, AaEA hosted 12 events between February 2nd and December 1st (Table 1). The average number of attendees per event was 27 people. As seen in Table 2, events with speakers drew the largest average attendance (38 people) followed closely by webinars (35 people). Social events drew the smallest numbers (17 people).

TABLE 1: MEMBER ATTENDANCE BY EVENT

Event	Date	Type	Number of Attendees
1. Evaluation Accountability Standards	2/2/2016	Discussion	14
2. Design + Attitude	3/2/2016	Discussion	13
3. Spring Social	4/22/2016	Social	6
4. Kirkpatrick Model Webinar	4/29/2016	Webinar	23
5. An Evening with AEA President John Gargani	6/28/2016	Speaker/Presentation	43
6. R Webinar	7/15/2016	Webinar	47
7. Beer & Evaluation	8/16/2016	Discussion	40
8. Pro Bono Showcase	9/13/2016	Speaker/Presentation	50
9. Food, Farms, and Fun: Walk and Talk	9/16/2016	Discussion	10
10. AEA Happy Hour	10/28/2016	Social	20
11. Student Mentoring & Career Panel	11/17/2016	Speaker/Presentation	33
12. Winter Social and Elections	12/1/2016	Social	25

Average Attendance = 27 people per event

TABLE 2: AVERAGE ATTENDANCE BY EVENT TYPE

Event Type	Average Attendance
Speaker/Presentation	42
Webinar	35
Discussion	19
Social	17

Evaluation 2016 Conference

Krista Collins, Linda Vo, and Lindsey Barranco Stillman led the Local Arrangement Workgroup (LAWG) for Evaluation 2016. The LAWG is charged with mobilizing local expertise and resources to enhance the annual conference. Responsibilities include communicating with university and non-university stakeholders to promote AEA and the conference, writing AEA365 blogs to showcase local professional work and social/cultural opportunities, creating a local resource guide, and to support, liaise, or lead planning of specific events. The Atlanta LAWG divided into three teams to tackle these tasks:

- Lindsey Barranco led the Local Arrangement Guide and University Students team to develop two guides giving tips about local flair, restaurants, attractions, and transportation, and to recruit students and volunteers to staff the Local Arrangement Information Table and other AEA tables.
- Krista Collins led the Communications Team to coordinate two weeks of AEA365 blogs highlighting local evaluators and evaluation projects, as well as local attractions, culture, and facts; to promote Evaluation 2016 and Impact Convergence to local organizations and universities; to coordinate with AaEA Communications Committee to create branding and promotional materials and to build contacts database.
- Linda Vo lead the Events Planning Team, whose heavy lift was closer to or at the conference, to help with or lead coordination of specific events or programming, including Diversity TIG social (Halloween night social), Affiliate Breakfast, AaEA scholarship for 3 local nonprofit professionals, Community Psychology, International Buddies Program, and Awards Luncheon.

All around, we received positive feedback about the conference. Many said it was one of the best AEA conferences they had ever attended. We received feedback that we developed one of the most helpful guides and that our table of volunteers served and provided excellent customer service and local advice. AaEA also helped plan a first-time Diversity Social hosted by multiple TIGs on the evening of Halloween. Attendance at the annual Affiliate Breakfast event was higher than usual. The activities AaEA facilitated were very useful resulting in action items that the Local Affiliate Collaborative (LAC) is using to plan activities to promote networking and action among local AEA affiliates. You can find more information about the LAC at <http://www.eval.org/p/cm/ld/fid=12>

We awarded scholarships to three local nonprofit professionals to pay for their AEA and AaEA membership for one year and for the Evaluation 2016 conference registration fee. The recipients were Molly Fraiser from Guide Inc., Jacquelyn Ulrich from International Rescue Committee, and Carol Hunter from Truly Living Well Center for Natural Urban Agriculture. The goal of the scholarship was to provide a learning opportunity for professionals from a nonprofit ready and willing to do program evaluation. Through this scholarship, the recipients will contribute to AaEA programming by connecting us to nonprofits and presenting on the progress and results of applying evaluation to their work. Lauren Reef led the efforts to establish the application and review process.

Financial Report

This section of the report details the financial activity from January 1st 2016 to December 31st, 2016. In 2016, the AaEA account started with \$15,406.45. AaEA brought in \$3,442.19 in income and spent \$7,123.37 in expenses, resulting in a loss of \$3,681.18. A balance of \$11,723.27 remains in the AaEA account. This year's significant increase in spending was due to the local affiliate responsibilities of hosting the American Evaluation Association (AEA) Annual meeting in Atlanta, October 24–29, 2016. Membership payments decreased slightly by 14%. In addition to AEA conference related expenses, a large majority of expenses were for program costs, which includes refreshments, space rental, and gifts/honorariums for speakers. For more detailed information about the budget see the budget summary at the end of this report.

Local Affiliate Collaborative (LAC) Kellogg Grant

Between 2000 and 2004, AEA and local affiliates worked to build capacity among local affiliates to meet continual expansion of interest and evaluation in the field of evaluation, and to strengthen relationships between AEA and its affiliates, among affiliates, and with broader communities where the affiliates operate. In 2004, AaEA worked with AEA and other affiliates on a proposal for Kellogg Foundation funding to strengthen structured dialog, focusing the dialog between AEA and local affiliates, and sustaining the dialog. AaEA served as the fiscal agent and host for a meeting among the affiliates and AEA in the summer of 2004. Using the Kellogg funding (\$50,000), AaEA facilitated a two-day meeting and handled all logistics and financial management to fund travel for key leaders of AEA and its affiliates to Atlanta, GA. These efforts helped established the Local Affiliate Collaborative (LAC) and sustained efforts to address needs of affiliates. Continuing efforts included several leadership meetings between AEA and affiliate leaders, the annual affiliate breakfast at the AEA conference, monthly LAC conference calls, and a series of work groups for professional development, new affiliate development, information sharing, strengthening existing affiliates. Currently, an amount of \$2689.50 is left from this Kellogg Fund. Table 3 includes an account summary for 2016 with LAC Kellogg Grant funds separated out from the balance. The LAC had discussed potentially using the remaining funds during Evaluation 2016. No funds were used at that time and the LAC had used the Evaluation 2016 affiliate breakfast to identify next steps. These funds may be used for Evaluation 2017 to meet the objectives of the LAC and identified needs of AEA local affiliates. For more information about the LAC, visit <http://www.lacaea.org>.

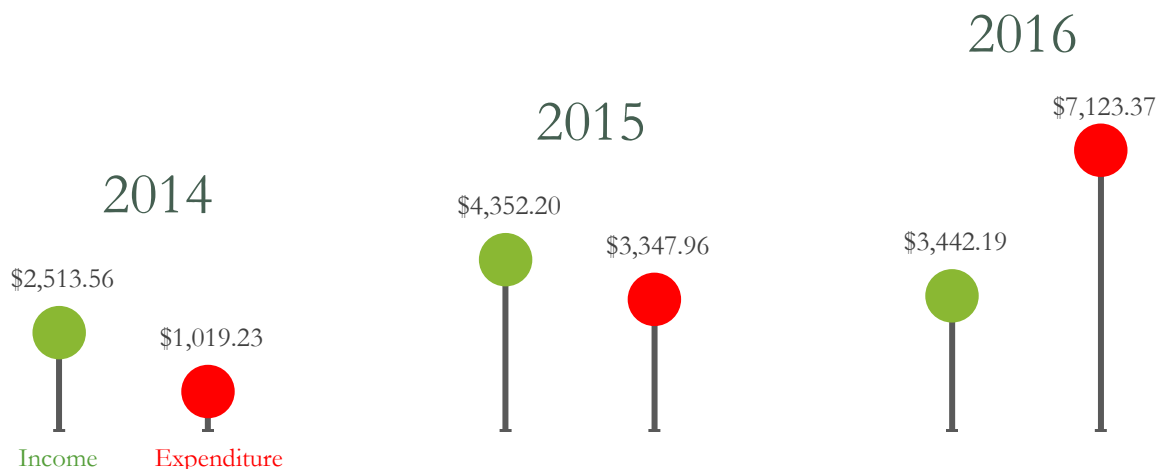
TABLE 3: 2016 ACCOUNT BALANCE

	Amount
January 1, 2016 Account Balance	\$12,716.95
LAC Kellogg Grant (Remaining from 2004)	+\$2,689.50
2016 Income	+\$3,422.19
2016 Expenses	-\$7,123.37
December 31, 2016 Account Balance	\$11,725.27

Income

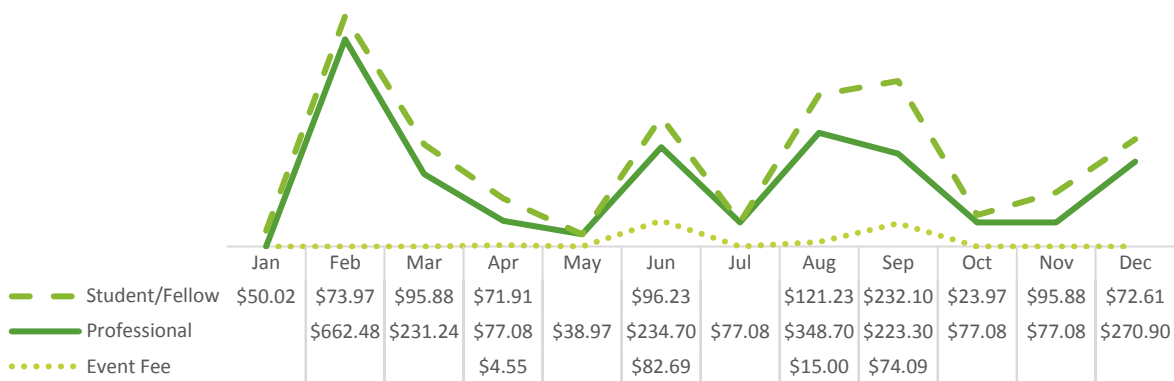
We had a net loss of \$3681.18 in 2016. Figure 1 shows the difference in income versus expense from 2014 to 2016. Income is generated by membership payments and event fees. A balance of \$11,725.27 remains in the AaEA account as of December 31, 2016.

FIGURE 2: INCOME VERSUS EXPENSE FROM 2014 TO 2016



In 2016, a total of \$3,252.41 was received in membership payments and \$176.33 in event fees. Figure 2 provides a month by month summary of income received by Professional and Student/Fellow membership dues and event fees.

FIGURE 3: INCOME RECEIVED BY MONTH



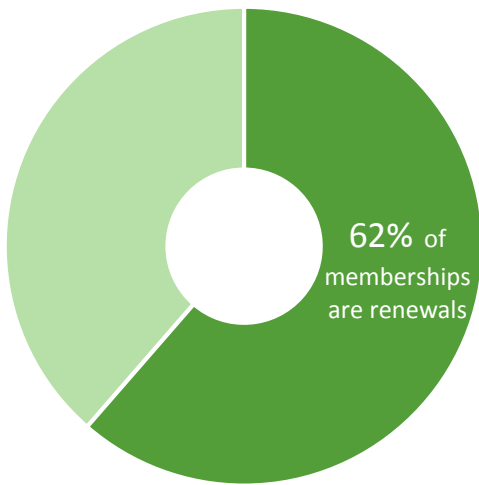
Membership Payments

There were a total of 101 paid memberships in 2016. The number of received membership payments decreased for both student/fellow and professional memberships compared to the previous year (Table 4). In addition to the 101 paid memberships, the council gave 4 free memberships to AaEA-AEA scholarship recipients.

TABLE 4: MEMBERSHIP PAYMENTS 2014 VERSUS 2015

Type	2014	2015	2016	% Change from previous year
Student/Fellow	26	53	40	-25%
Professional	45	64	62	-4%
Total	71	117	101	-14%

FIGURE 4: INCOME RECEIVED BY MONTH



As seen in Figure 3 the majority (62%) of membership payments were renewals from current members. Thirty eight percent of membership payments came from new members.

As seen in Table 5, we have continued to see a trend in payments being made electronically online and in person via PayPal or PayPal Here. Payments in the form of cash or checks have become rare. In addition, this year no checks were sent to our PO Box.

TABLE 5: PAYMENT VIA PAYPAL WAS THE MOST COMMON PAYMENT METHOD

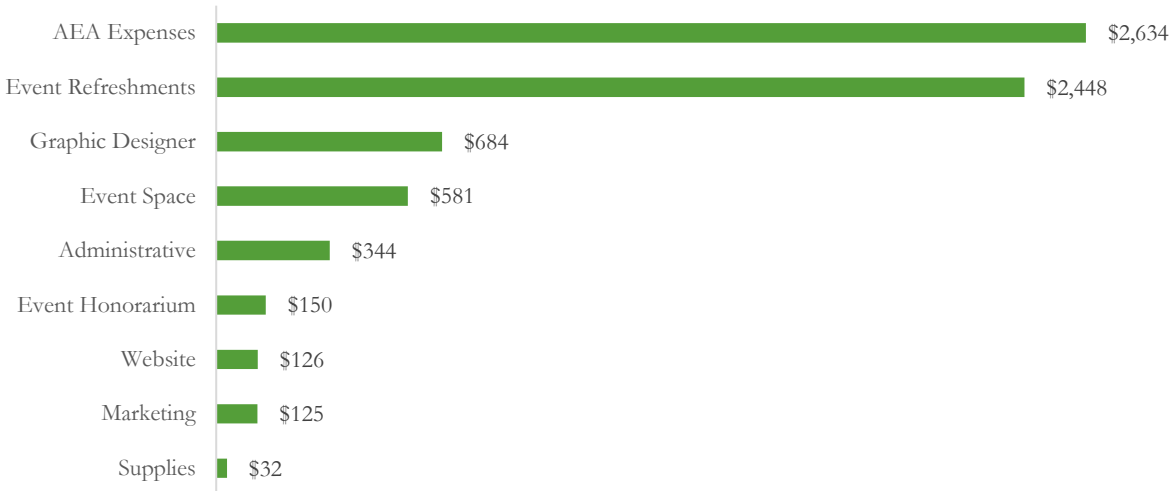
Type	PayPal 2014	PayPal 2015	PayPal 2016	Cash/Check 2014	Cash/Check 2015	Cash/Check 2016
Student/Fellow	12	48	36	14	5	4
Professional	18	45	58	27	19	3
Total	30	93	94	41	24	7

Expenses

As anticipated, 2016 was a year of large expenses. With the AEA annual meeting in Atlanta this October there were many expenses related to providing support to the conference and promoting our local affiliate. Once again, program costs (refreshments, space, honorariums) were a large majority of our expenses (Figure 4). In addition to our usual programming, the newly launched Pro Bono committee successfully completed its first cohort of evaluations. To support this program a survey monkey account was purchased and a large showcase event was held in September to present and celebrate the evaluations that were conducted. Lastly, this year the council decided to invest money into hiring a graphic designer to create a new AaEA logo. The designer was paid to design the logo; banner layout; and newsletter and stationary templates, which were all well-received by our membership and supported the professional presentation of our organization at AEA events.

In 2016, no costs were incurred for the line item “Kellogg Grant Expenses.” See the Budget Summary for more details.

FIGURE 5: 2016 EXPENSES



Anticipated Expenses in 2017

In 2017, we have projected to spend \$4590.59. Our expenses are mostly administrative and program related. In addition, there is \$2689.50 of the Local Affiliate Collaborative (LAC) money residing in our account from a Kellogg Grant received in 2004. This money will likely be spent during the Evaluation 2017 conference to host an LAC pre-conference event.

APPENDIX

Budget Summary

Income			
Category	2015 Income	2016 Predicted	2016 Income
Membership			
Full Membership \$40.00 (cash/check)	731.21		120.00
Full Membership \$38.54 (paypal)	1,707.51		2,198.61
Student Membership \$25.00 (cash/check)	170.00		95.00
Student Membeship \$23.97 (paypal)	1,082.35		838.80
Sub-total	3,691.07	-	3,252.41
Interest Income			
Resurgens Bank	17.03		13.45
Sub-total	17.03	3.89	13.45
Program / Professional Development Fees			
Sub-total	644.10		176.33
Donations			
Donations	-		-
Sub-total	-		-
Total Income	4,352.20		3,442.19

Expenses			
Committee	2015 Expense	2016 Predicted	2016 Expense
Marketing/Communications			
Graphic Designer for logo and flyer design		500.00	508.70
Additional Graphic Design			175.00
Print Materials		300.00	-
Promotional Materials	-	320.00	-
Tabletop display		500.00	125.13
Website Domain	-	18.17	18.17
Website Housing	107.40	107.40	107.40
Website Designer	-	770.00	-
Sub-total	107.40	2,515.57	934.40
Program / Professional Development			
Refreshments (Also include prizes)	2877.67		
WIP-Krista Collins and Elizabeth Fowlkes		75.00	-
WIP/Standards x4 events		300.00	72.34
Student Mentoring Event		375.00	425.09
John Gargani/Summer institute		800.00	852.37
Beer and Evaluation Panel		75.00	130.00
End of the year social		500.00	500.26
Webinar Platform (Zoom)		179.88	-
Space	50.00		-
Gifts/Honorarium	164.82		
John Gargani		100.00	100.00
Mentoring Event Panel Gift Cards			50.00
Sub-total	3,092.49	2,404.88	2,130.06
AEA Conference			
Hotel Room		1,500.00	1,315.52
Scholarships		915.00	927.00
Happy hour		800.00	-
Conference Ribbons		70.00	-
Buttons/Promotion Materials		100.00	391.50
Sub-total		3,385.00	2,634.02
Finance			
PO Box rental/year	82.00	82.00	86.00
GA Sec. of State Registration	30.00	30.00	30.00
Bank Fees / Pay Pal Fees	21.07	50.00	-
Administrative (stamps/envelopes)	-	20.00	-
Membership refund	15.00		-

	Sub-total	148.07	182.00	116.00
Pro Bono				
Survey Monkey			300.00	228.00
Intro to Evaluation refreshments			150.00	53.14
Orientation/Kick Off refreshments			150.00	109.42
Showcase Event			300.00	
Refreshments				270.22
Space				580.80
Printing			100.00	
Supplies			100.00	32.39
	Sub-total	-	1,100.00	1,273.97
Council				
Retreat Refreshments				34.92
Certificates/Awards/Misc.				
	Sub-total			34.92
Kellogg Grant Expenses				
\$2689.50 of grant money remains in account				
	Sub-total			
	Total Expenses	107.40	9,587.45	7,123.37

Monthly Account Summaries

2015 December	Account Balance	15,406.45		
January				
Date	Type	Amount	Notes	
1/15/2016	Website	(18.17)	Go Daddy Annual Fee	
1/29/2016	Interest	1.22		
	Net Credit	(16.95)		
	Account Balance	15,389.50		
February				
Date	Type	Amount	Notes	
2/2/2016	Membership	50.02		
2/16/2016	Retreat	(34.92)	Retreat Refreshments (Aisha Rios)	
2/26/2016	Membership	38.54		
2/26/2016	Membership	415.21		
2/29/2016	Interest	1.32		
	Net Credit	470.17		
	Account Balance	15,844.67		
March				
Date	Type	Amount	Notes	
3/4/2016	Membership	65.00		
3/7/2016	Event Refreshments	(72.34)	Standards Event (Aisha Rios)	
3/29/2016	Membership	394.80		
3/29/2016	Graphic Designer	(200.00)	Logo Design - 1st Payment (Rachel Bristol)	
3/31/2016	Interest	1.35		
	Net Credit	188.81		
	Account Balance	16,073.48		
April				
Date	Type	Amount	Notes	
4/1/2016	Website	(107.40)	Lunar pages website fee (Sarah Gill)	
4/5/2016	Event Refreshments	(25.26)	Pro bono Refreshments (Korinne Chin)	
4/6/2016	Administrative	(228.00)	Pro bono - Survey Money (Sarah Silwa)	
4/6/2016	Event Refreshments	(53.14)	Pro bono Refreshments (Sarah Silwa)	
4/6/2016	Supplies	(32.39)	Pro bono Supplies (Sarah Silwa)	
4/11/2016	Membership	125.02		
4/26/2016	Event Refreshments	(84.16)	Pro bono Refreshments (Margaret Paek)	
4/28/2016	Membership	86.48		
4/29/2016	Interest	1.25		
	Net Credit	(317.60)		
	Account Balance	15,755.88		
May				

Date	Type	Amount	Notes
5/27/2016	Event Fee	4.55	Webinar Fee
5/27/2016	Membership	102.09	
5/31/2016	Interest	1.38	
	Net Credit	108.02	
	Account Balance	15,863.90	
June			
Date	Type	Amount	Notes
6/27/2016	Membership	125.02	
6/29/2016	Graphic Designer	(308.70)	Logo Design - 2nd Payment (Rachel Bristol)
6/30/2016	Interest	1.30	
	Net Credit	(182.38)	
	Account Balance	15,681.52	
July			
Date	Type	Amount	Notes
7/1/2016	Administrative	(30.00)	GA SOS Fee
7/5/2016	Event Refreshments	(852.37)	June 28 Event Refreshments
7/5/2016	Event Honorarium	(100.00)	John Gargani Honorarium
7/5/2016	Event Space	(210.00)	Sweetwater Deposit for Pro Bono Event (Aisha Rios)
7/12/2016	Membership	189.37	June 28 Event
7/12/2016	Event Fee	82.69	June 28 Event
7/29/2016	Interest	1.18	
	Net Credit	(919.13)	
	Account Balance	14,762.39	
August			
Date	Type	Amount	Notes
8/2/2016	Marketing	(125.13)	AaEA Banner (Lindsey Barranco-Stillman)
8/16/2016	Event Fee	15.00	3 people paid \$5
8/16/2016	Event Refreshments	(55.00)	Beer and Evaluation (Tipped with cash)
8/16/2016	Event Refreshments	(50.00)	Beer and Evaluation - Prizes (Ashely Marshall)
8/16/2016	Event Refreshments	(25.00)	Beer and Evaluation (Ashley Marshall)
8/16/2016	Administrative	(86.00)	PO Box
8/23/2016	Graphic Designer	(50.00)	Newsletter - 1st Payment (Rachel Bristol)
8/31/2016	Graphic Designer	(125.00)	Newsletter - 2nd Payment (Rachel Bristol)
8/31/2016	Interest	1.32	
	Net Credit	(499.81)	
	Account Balance	14,302.58	
September			
Date	Type	Amount	Notes
9/13/2016	Event Fee	30.00	Pro bono showcase (Cash)
9/13/2016	Membership	35.00	Pro bono showcase (Cash)
9/13/2016	Membership	553.92	
9/19/2016	Event Space	(370.80)	Pro bono Showcase Sweetwater space & Service (Aisha Rios)
9/19/2016	Event Refreshments	(270.22)	Pro bono Showcase refreshments (Aisha Rios)
9/30/2016	Interest	1.18	
	Net Credit	(20.92)	
	Account Balance	14,281.66	
October			
Date	Type	Amount	Notes
10/3/2016	Event Fee	14.59	Pro Bono showcase
10/3/2016	Membership	353.49	
10/31/2016	Interest	1.24	
	Net Credit	369.32	
	Account Balance	14,650.98	
November			
Date	Type	Amount	Notes
11/7/2016	AEA Expenses	(1,315.52)	AEA Hotel
11/15/2016	AEA Expenses	(927.00)	Scholarships (3)
11/22/2016	Event refreshments	(425.09)	Mentoring Panel Event
11/30/2016	Interest	1.07	
	Net Credit	(2,666.54)	
	Account Balance	11,984.44	
December			
Date	Type	Amount	Notes

12/1/2016	AEA Expenses	(33.16)	AaEA Flyers
12/1/2016	Membership	259.44	
12/5/2016	AEA Expenses	(302.97)	AaEA Promotional Items
12/8/2016	Event Honorarium	(50.00)	Mentoring Panel Gift Cards
12/8/2016	Event refreshments	(500.26)	End of Year Social Event
12/12/2016	AEA Expenses	(55.37)	AaEA Flyers
12/15/2016	Membership	343.51	
12/22/2016	Event Fee	29.50	Previously collected cash event fees
12/22/2016	Membership	115.50	Previously collected cash memberships
12/30/2016	Interest	0.96	
	Net Credit	(192.85)	
	Account Balance	11,725.27	

Volunteers

First Name	Last Name	Volunteer Role(s)
Adam	Lipus	Student Mentoring Event
Aisha	Rios	Program Chair
Ann	Price	Evaluation 2016 LAWG Communications Team, AEA365 Blog Coordinator
Ashley	Marshall	Membership Manager, Evaluation 2016 University/Local Area Team Member
Bemene	Piario	Webmaster, AEA365 contributor, Atlanta Foundation Center Nonprofit Fair
Brandy	Peterson	Pro Bono Committee; Vol. Evaluator
Brittany	Marshall	Pro Bono Committee; Vol. Evaluator
Brittnee	Hawkins	Pro Bono Committee; Evaluation
Cagney	Stigger	Pro Bono Committee; Vol. Evaluator
Candice	Girod	Atlanta Foundation Center Nonprofit Fair Data Entry
Caren	Oberg	Communications Chair; Pro Bono Committee Member, Vol. Evaluator
Carolyn	Acker	Student Mentoring Event; Standards happy hour; Pro Bono
Charlotte	Newman	Pro Bono Committee; Applications, Communications, Vol. Evaluator
Chinwe/Stella	Ejikeme	Pro Bono Committee; Vol. Evaluator
Chris	Harper	R Webinar
Chris	Pleasants	Pro Bono Committee; Matching
Dan	Kidder	Pro Bono Committee; Training; Vol. Evaluator
Dayna	Alexander	Pro Bono Committee; Kick Off Planning; Vol. Evaluator; AEA365 contributor
Donjanea	Williams	Nonprofit Scholarship; Pro Bono Committee Evaluation
Erin	Lebow-Skelley	Pro Bono Committee; Chair, Vol. Evaluator
Hamida	Jinnah	Evaluation 2016 Diversity Social Event Planning
Janelle	Clay	Pro Bono Committee; Vol. Evaluator; Evaluation 2016 Affiliate Breakfast Event
Joanna	Galaris	Pro Bono Committee; Training/Workshop
KaeAnne	Parris	Student Mentoring Event
Karen	Debrot	Pro Bono Committee; Evaluation
Khadija	Turay	Webinar
Korrine	Chiu	Pro Bono Committee; Training/Workshop; Kick Off Planning; Vol. Evaluator
Krista	Collins	President Elect, LAWG Chair
Krystal	Gayle	Lead, Student Mentoring; Pro-Bono Showcase
Lauren	Reef	Lead, Nonprofit Scholarship; Walk & Talk
Lillian	Madrigal	Treasurer
Linda	Baffo	Communications Chair
Linda	Vo	President, LAWG Co-Chair
Lindsey	Barranco	Secretary, LAWG Co-Chair
Margaret	Paek	Pro Bono Committee; Kick Off Planning
Marta	Bornstein	Pro Bono Committee; Matching; Training/Workshop
Marvin	So	Pro Bono Committee; Kick Off Planning
Maureen	Wilce	Pro Bono Committee; Vol. Evaluator
Meagan	Davis	Pro Bono Committee; Applications, Communications, Vol. Evaluator
Melissa	Jennings	Pro Bono Committee; Vol. Evaluator
Nakeva	Redmond	Pro Bono Committee; Webinar slides; Vol. Evaluator
Natalie	Taylor	Local Area/University Workgroup
Nicolle	Dally	Pro Bono Committee; Vol. Evaluator
Omoshalewa	Bamkole	Local Area/University Workgroup
Paige	Crawford	Evaluation 2016 Local Area/University
Paula	Egelson	Pro Bono Committee; Vol. Evaluator
Perri	Campis	Pro Bono Committee; Vol. Evaluator
Sarah	Gill	Past President
Sarah	Sliwa	Pro Bono Chair
Sherry	Grady	Communications Liaison
Sterling	Hill	Lead, Student Mentoring Event; Pro-Bono Showcase
Tat'yana	Kenigsberg	Pro Bono Committee; Matching & Volunteer Contract; Training/Workshop
Uduak	Bassey	Evaluation 2016 Diversity Social