



# Office Of The National President

## Grand Gedeh Association in the Americas - GGAA

6812 Oakland St., Philadelphia, PA 1914 | Tel: 267-987-8235 | ggaasecretariat1@gmail.com

EP/ONP/GGAA/06/004

Mr. James Youboty  
Former President  
Grand Gedeh Association in the Americas, Inc.  
Philadelphia, PA

June 2, 2023

Sub: Introduction of Transitional Team

Dear Mr. Youboty:

Greetings of high esteem! Please accept my sentiments of thanks for your outstanding leadership of the Grand Gedeh Association in the Americas, Inc. over the last four years.

The National Administration of Grand Gedeh Association in the Americas through its National President Madam Edith Poah writes to acquaint and introduce to you members of the Transitional Team that will work with you and your team in the next thirty days beginning June 3, 2023, to lead and ensure a successful and smooth transition from the previous administration to the new administration.

Please see below names and terms of reference of members of the Transitional Team.

### **Members of the Transitional Team**

Sarah T. McKinney - Chair  
Amos Zanwonjah - Co-chair  
Daniel Twegby -Secretary  
Nyentoh Breeze-Stevens- Member  
Isaac Nyenawe -Ex-officio

### **Terms of Reference (TOR).**

- Articles of Incorporation and Bylaws & Constitution
- IRS Determination Letter /501c3 Letter/EIN/Tax Identification Number
- Bank names, account numbers (including both restricted and unrestricted accounts), signature cards, debits cards and blank checks for money accounts, and online login information
- List of all contracts, loans, and agreements between GGAA and any company or an individual that are outstanding. Provide contact info that include name(s), phone number(s) and email addresses where applicable.
- 2023 Membership Roster
- Agreement and Contract information between GGAA and other third-party organizations or legal teams. Provide contact info that include name(s), phone number(s) and email

addresses (i.e. - Leadership Academy and Resource Center Agreement between GGAA & CAN)

- GGAA Special Projects account with CAN that has a balance of \$6,000.
- Annual reports for the last four years if applicable
- Quarterly Financial Reports for the last four years
- Records of all state and federal income tax filings/returns for the previous four years where applicable
- Four years Convention reports - Resolutions (2019 – 2023) where applicable
- Full financial report of President Samuel K. Doe Memorial Park including donor names, total income, and total expenses
- Financial report of the Queen Coronation & Raffle Draw program that was held in Des Moines Sept 2022 - total income and total expenses
- Financial report of the Award Nights & Raffle Draw program that was held in Des Moines Nov 13, 2021 - total income and total expenses
- Financial report of President Samuel K. Doe Statue Fundraising Program that was held in Philadelphia, PA, Sept 15, 2021 - total income and total expenses
- Financial report of the Youboty/Carr Inaugural Program that was held in Louisville, KY, Sept 21, 2019 - total income and total expenses
- Multimedia Communication: List of online logins and passwords for database and other technology functions (i.e., website, Facebook/Twitter accounts, e- mail address, etc.)
- Vendors Records: List of service contracts and all warranties of contractors, subcontractors, and suppliers that are still ongoing (if applicable)
- **Any other documents that are in the possession of the former administration but are not listed in this Term of Reference.**

The National Administration trusts with ardent hope and expectation that your Team will cooperate to ensure a smooth transition with full accomplishment of the responsibility it is charged with.

Thanks very kindly!

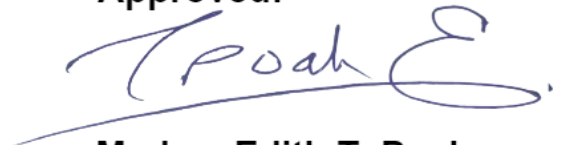
Best regards,

**Sincerely yours,**



**Christopher N. Quiah**  
National General Secretary  
(515)-770-2904

**Approved:**



**Madam Edith T. Poah**  
National President  
(267)-987-8235

**CC:** Chairman Omega Karla  
Transitional Team members