



Office Of The National President

Grand Gedeh Association in the Americas - GGAA

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EP/ONP/GGAA/06/003

Madam Sarah T. McKinney
Chairperson
Transition Team Committee

June 2, 2023

Dear Madam Chairperson;

On behalf of the National Administration, I wish to present my sincere compliments to you and members of the Transition Team Committee.

Madam Chairperson, in close consultation with members of the Executive Committee, I am pleased to appoint you as Chair of the Poah/Nyenaweh Transition Team. The committee will work with the immediate past administration (Youboty/Carr Administration) to carry out a smooth and timely transitional process.

The committee has 30 days beginning June 3, 2023 to July 3, 2023 to report back to the president.

Transition Team Committee

Name	Position	Phone #	Email
Sarah T. McKinney	Chair	(678) 330-8829	stmckinney20@gmail.com
Amos L. Zanwonjah	Co-chair	(240) 654-7253	zanwonjaha@gmail.com
Daniel Twegby	Secretary	(301) 996-8471	twegbyd@gmail.com
Nyentoh Breeze-Stevens	Member	(816) 616-6903	nyentohdoe49@gmail.com
Isaac G. Nyenaweh	Ex-officio	(513) 254-6491	jggarley@gmail.com

Terms of Reference (TOR).

This committee has been tasked to work with the former administration to provide the following documents or information.

1. Articles of Incorporation and Bylaws & Constitution
2. IRS Determination Letter /501c3 Letter/EIN/Tax Identification Number
3. Bank names, account numbers (including both restricted and unrestricted accounts), signature cards, debits cards and blank checks for money accounts, and online login information

4. 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.
5. 2023 Membership Roster
6. 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)
7. GGAA Special Projects account with CAN that has a balance of \$6,000.
8. Annual reports for the last four years if applicable
9. Quarterly Financial Reports for the last four years
10. Records of all state and federal income tax filings/returns for the previous four years where applicable
11. Four years Convention reports - Resolutions (2019 – 2023) where applicable
12. Full financial report of President Samuel K. Doe Memorial Park including donor names, total income, and total expenses
13. Financial report of the Queen Coronation & Raffle Draw program that was held in Des Moines Sept 2022 - total income and total expenses
14. Financial report of the Award Nights & Raffle Draw program that was held in Des Moines Nov 13, 2021 - total income and total expenses
15. Financial report of President Samuel K. Doe Statue Fundraising Program that was held in Philadelphia, PA, Sept 15, 2021 - total income and total expenses
16. Financial report of the Youboty/Carr Inaugural Program that was held in Louisville, KY, Sept 21, 2019 - total income and total expenses
17. Multimedia Communication: List of online logins and passwords for database and other technology functions (i.e., website, Facebook/Twitter accounts, e- mail address, etc.)
18. Vendors Records: List of service contracts and all warranties of contractors, subcontractors, and suppliers that are still ongoing (if applicable)
- 19. Any other documents that are in the possession of the former administration but are not listed in this Term of Reference.**

Madam Chairperson, please accept our congratulations for your preferment and acceptance to serve on this Transition Team. Your work begins and urge you to please get in contact with your committee members.

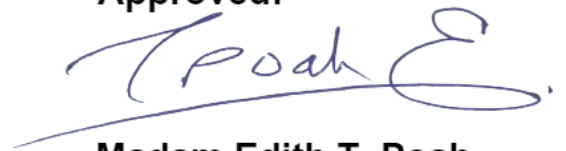
May God richly bless you in your endeavor.

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
Former President James Youboty