



Dear TG Chairs,

As Chair of the COAG (Council on Affinity Groups), I am writing on their behalf to solicit the financial support from the Technical Groups for activities produced by the [HFES Affinity Groups](#). If you are not familiar with Affinity Groups, they serve a different purpose from TGs – to further non-technical, non-political collective interests of those engaged in the HF/E profession. Unlike technical groups we do not currently have a funding mechanism to support development and execution of various activities.

As you know, HFES has prioritized the fostering of a welcoming, diverse, and inclusive climate in the Society and its events, as specified under Goal D of the [Strategic Plan](#) (Goal D. Increase Diversity, Equity, and Inclusion across the Society, Including the Membership and Leadership, and Participation in Conferences and Publications).

Recently, the creation of the HFES Technical Group [Circle of Excellence Program](#) has yielded incentives for TGs to support concrete Diversity, Equity, and Inclusion (DEI) activities, including the financial support of the HFES DEI committee and the Council of Affinity Groups (COAG). [Affinity Groups](#) (AGs) are a critical nexus of community at HFES, where our members (and prospective members) find mutual support and togetherness. AGs facilitate the recruitment and full and authentic participation of members in the Society.

By supporting AG activities, you also increase YOUR membership pipeline and make your TG a leader within HFES!

Here are immediate needs the Technical Groups could support:

- **Major event: BIPOC¹ Affinity Group's HBCU Day** [\$6,000] – On Wednesday, October 25, we will host 15 students and 2 faculty from Historically Black Colleges and Universities to introduce members of minority-serving organizations to the Society's activities. We are seeking three TGs each donating \$2,000 to support this exceptional event, however any amount your TG would be willing to give will be greatly appreciated!

¹ Black, Indigenous, and People Of Color AG

- **Community-centered socials** [hoping for five TGs to give \$250 each] for current and prospective HFES members, creating safe spaces for authentic engagement, support, and community building outside of 'work.' We are seeking TGs to support one or more socials.
 - **K-HFES² social** (Monday, October 23)
 - **BIPOC social** (Tuesday, October 24)
 - **HFE WOMAN happy hour** (Tuesday, October 24) (Note: HFE WOMAN already receives funding annually from HFES)
 - **DCI³ social** (Wednesday, October 25)
 - **LGBTQ+⁴ social** (Thursday, October 26)

We hope you will consider this request. We would certainly recognize any TGs who provide support for these activities. We are available to answer any questions you may have.

Thank you in advance for your service and support of HFES.



Sylvain Bruni
COAG Chair

With support from Carolyn Sommerich
HFES President

Susan Kotowski
HFES President Elect

PS: The addendum on the next page details how this is authorized spending for TGs per HFES rules.

² Korean community at HFES AG

³ Disability and Chronic Illness AG

⁴ Lesbian, Gay, Bisexual, Transgender, Queer and more AG

Addendum:

We believe that the TGs are able to spend/invest their funds in support of AG activities, based on the current HFES Operating Rules.

Funds given in support of the AG activities would not fall under classic Category A or Category B definitions. However, paragraph 15.9.1 allows for other types of expenditures: “The appropriate category for expenditures that do not clearly fit into 1 of these 3 categories (*meaning A, B, or C*) shall be determined by the technical group chair and the COTG-EC.”

The amount of funding provided by a given TG is expected to be below 33% of the TG’s balance, and as such requires only the approval of the TG chair (see 15.9.2.1).

HFES Operating Rules:**15.9 Technical Group Finances**

15.9.1 All funds shall be held in accounts maintained and supervised by the Society Executive Director. The Society Central Office shall provide, at no cost to the technical group, basic membership and financial administrative services including member billing processes, membership list maintenance, and account balance tabulation. Upon request, the Central Office shall prepare and supply, at cost, mailing lists for distribution of technical group materials.

15.9.2 The budget approved by the technical group chair and a detail of actual expenditures shall be published each year in the technical group newsletter and shall be presented at the annual business meeting of the technical group. These data shall be distributed for information purposes to Council and to the COTG Budget and Finance Committee twice yearly at times specified by the Society executive director. Should material changes in the budget be necessary throughout the year, such changes shall be considered by the COTG.

15.9.1 Categories of Technical Group Expenditures - Three general categories of technical group expenditures are distinguished. The appropriate category for expenditures that do not clearly fit into 1 of these 3 categories shall be determined by the technical group chair and the COTG-EC. Regardless of category or level of expenditure, proposed contractual agreements with individuals, groups, agencies, or organizations outside the Society shall be submitted to the COTG-EC for review and approval.

15.9.1.1 *Category A--Technical group operating expenses.* These include items such as telephone, postage, stationery, and newsletter printing. Such expenditures shall be authorized by the appropriate technical group officer, and the Society executive director shall require suitable documentation prior to distribution or reimbursement of funds.

15.9.1.2 *Category B--Expenses associated with technical group activities held in conjunction with the Society Annual Meeting.* Technical groups can, with the approval of the Technical Program Committee, sponsor symposia, special sessions, or invited speakers at the annual meeting. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 7 (Annual Meeting), Chapter 9 (Finances), and Chapter 12 (Awards). Expenses associated with such activities shall be authorized per the specifications detailed in Section 15.9.

15.9.1.3 *Category C--Expenses associated with technical group activities held apart from the Society annual meeting.* Technical groups sponsor conferences, symposia, and workshops, with the approval of the Council. Such activities shall comply with the relevant Society Operating Rules such as those detailed in Chapter 9 (Finances), Chapter 12 (Awards), and Chapter 17 (Co-sponsored Technical Meetings). Reduced registration or other fees for technical group members attending such activities are encouraged as a benefit to members of the sponsoring technical group. Expenses associated with such activities shall be authorized per the specifications detailed in Chapter 17.

15.9.2 Expenditure Approvals - For Category B and Category C expenditures as described in Section 15.9.1, 4 levels of approval are distinguished:

15.9.2.1 *Level 1*--The proposed expenditure represents less than 33% of the current balance in the technical group account. Approval of the technical group chair is required.

15.9.2.2 *Level 2*--The proposed expenditure represents between 33% and 66% of the current balance in the technical group account. In addition to the approval associated with Level 1 expenditures, the full technical group membership shall be given the opportunity to vote on the proposed expenditure (see Section 16.4.3).

15.9.2.3 *Level 3*--The proposed expenditure represents more than 66% of the current balance in the technical group account or a loan of up to \$3000 in COTG funds is requested. In addition to the approvals associated with Level 2 expenditures, the COTG Budget and Finance Committee shall approve the proposed expenditure.

15.9.2.4 *Level 4*--The proposed expenditure includes a request for the loan of Society funds or the loan of more than \$3000 of COTG funds. In addition to the approvals associated with Level 3 expenditures, such COTG loans shall be approved