1. **Review Committee Action Plan – Assign Committee Members to Goals/Task**
2. **Goal 1 – Raise Profile of Ivy Hill Prep – Nataki & Adam L**

* Nataki and Adam to report back regarding ideas on this Goal and tentative target plan

1. **Goal 2 – Secure Backpacks and Supplies for 20-21 School Year - Jen and Marsha**

* Deadline = January 2020

1. **Goal 3 – Create Amazon Smile Account/Social Media Giving - HOS – IHP Team**

* Account should be set up now
* HOS to advise committee on how to access accounts to share out with full board.

1. **Goal 4 – Raise 10K for fiscal year ending June 30, 2020. - Tanisha & Derrick & HOS**

* Update on Giving Tuesday Initiative – HOS to give update on total raised
* Update on Requests for funding from Elected Officials
* Derrick and HOS to provide update on status of request after visit from council woman
* Discuss any additional Initiatives
* HOS – Silent Auction Idea

1. **Goal 5 – Toy Drive and Holiday Event at IHP – December 19, 2019 – Marsha & Jen**
2. Décor

* HOS reviewed photos of sample look and agreed to balloon work with green/gold/white color scheme.
* MM confirmed with balloon artist by 12/6/19
* Tablecloths (3) to be purchased by MM by 12/9/19 and sent to IHP

1. Décor Set-Up

* Balloon and Décor set up on 12/18/19 between 7am – 3pm (MM to confirm)
* 2/19/19 Jenn & MM to set up backdrop for photos

1. Photographer

* MM to confirmed availability.

1. Winter Wonderland Toy Drive Logistics – Board Responsibility - Getting the TOYS

* Toys
* 12/4/19 Letters delivered to Blue Crest
* 12/5/19 Letters from Howard Univ sent to Roku
* 12/13/19 Toys to be Picked up by Task Rabbit (Joy) (Provided by Jen) and taken to IHP.
* 12/13/19 – MM and Joy to determine if additional toys need to be purchased.
* 12/14-12/15/19 – MM to purchase any additional toys which need to be secured & Wrapping Paper/Gift Bags
* 12/17/19 – MM and Joy to wrap toys at IHP at 1pm. (HOS to provide space at IHP for toy wrapping)
* 12/17/19 – HOS to provide name labels for toys after gift wrapping is done
* Treat Boxes
* MM and Jen to purchase slime and other trinkets for boxes
* MM to provide labels for boxes
* 12/17/19 MM and Joy to pack treat boxes
* Volunteers
* 4 Tables handing out toys – Trustees, MM, Jenn, Adam and Tanisha
* 4 Additional Volunteers – 1 volunteer will help each trustee

1. Winter Wonderland Logistics - Run of Show – HOS Responsibility
2. Winter Wonderland Logistics – Food – HOS Responsibility
3. **Miscellaneous Items**
4. Outreach to Corporate Sponsor - Derrick
5. Trustee Ideas about other Development initiatives