

DRAFT



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

# Minutes

## Fall Fund Development Committee Meeting

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### Date and Time

Thursday November 30, 2017 at 8:30 AM

### Location

Elementary Campus Learning Cottage (Trailer behind the school)

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In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

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### Committee Members Present

Matt Underwood

### Committee Members Absent

*None*

### Guests Present

Meeghan Fortson

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## I. Opening Items

### A. Record Attendance and Guests

#### Fund Development Committee members present:

Matt Underwood, Meeghan Fortson, Eric Teusink, Narin Hassan

#### Fund Development Committee member(s) absent:

Mitch White

**Guests present:**

Molly Griffith

**B. Call the Meeting to Order**

Meeghan Fortson called a meeting of the Communications & Advancement Committee of Atlanta Neighborhood Charter School to order on Thursday Nov 30, 2017 at 8:30 AM.

**II. Fund Development**

**A. Gather & Grow Fund Update**

The committee reviewed the Fund Development calendar of solicitations and activities. Meeghan Fortson shared the following updates with the group:

At the end of the October, the Gather & Grow Fund had raised approximately \$33,000 which is on track with where we should be at this time of year. In comparison, last year we had raised \$34,000.

On Tuesday, November 28, ANCS participated in GA Gives Day on Giving Tuesday and raised over \$15,000 from 38 donors for the Gather & Grow Fund through this 24-hour fundraising effort. In comparison, last year we raised approximately \$14,000 on GA Gives Day.

The Faculty/Staff Gather & Grow Challenge to reach 25 % participation in Gather & Grow Fund by Nov 30 is underway and looks like it will be a success. A group of anonymous donors will give \$1,000 if faculty/staff reach their goal.

**B. New Fund Development Position**

Matt Underwood shared that a new 20-hour/week Fund Development Coordinator position has been posted on the ANCS website. The current Fund Development Assistant will be transitioning into fully supporting the CREATE program. This new Fund Development position will be fully focused on Fund Development and will help with all Fund Development activities, including the Auction. This position will need to be approved in the budget at the January board meeting when the board votes on the mid-year budget adjustment.

The Committee was encouraged to share the job posting with their networking groups and anyone they think may be interested. Matt will look into posting it on Opportunity Knocks and AFP (Association of Fundraising Professionals) and other sites.

**C. Donor Management Software Update**

Matt Underwood and Meeghan Fortson shared that the Fund Development Assistant has been working closely with Bloomerang (the donor management software company) to

prepare data to be implemented into the software. We hope to “go live” and begin using the new software to track donations, donors, volunteers, and other relevant information after the first of the year.

#### **D. Auction**

The Committee discussed how volunteer recruitment for the auction is going so far. Several volunteers have been recruited for the Auction Committee, but no chairs have been identified yet.

Matt Underwood will schedule a meeting with Narin Hassan, Meeghan Fortson, Kari Lovell, and Matt Underwood to meet with an event planner that the school is thinking about contracting with to help with Auction planning.

Meeghan Fortson will continue to reach out to volunteers to identify this year’s chairs and will keep the committee updated on progress. If no chairs are identified by early December, the committee will consider sending an email to the community to recruit a chair.

#### **E. Fund Development Policy**

Meeghan Fortson notified the Committee that they will meet to review and make any updates to the Fund Development Policy during the second half of the year, following the Mid-Year Board Retreat. Committee members can find the policy on the ANCS website.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 AM.

Respectfully Submitted,  
Meeghan Fortson