

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### June Fund Development Committee Meeting

---

#### Date and Time

Tuesday June 5, 2018 at 9:30 AM

#### Location

Matt Underwood's Office, Elementary Campus, 688 Grant St., Atlanta, GA 30315

---

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

---

#### Committee Members Present

Matt Underwood, Meeghan Fortson, Stephanie Galer

#### Committee Members Absent

Eric Teusink, Lia Santos, Narin Hassan

---

#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

Meeghan Fortson called a meeting of the Communications & Advancement Committee of Atlanta Neighborhood Charter School to order on Tuesday Jun 5, 2018 at 9:30 AM.

##### C. Approve Minutes

Matt Underwood made a motion to approve minutes from the Fund Development Committee Spring Meeting on 04-18-18 Fund Development Committee Spring Meeting on 04-18-18.

Stephanie Galer seconded the motion.

The committee **VOTED** unanimously to approve the motion.

Meeghan Fortson will send Matt a list of current Fund Development Committee members to update in Board on Track.

## **II. Fund Development**

### **A. Gather & Grow Fund Update**

Stephanie Galer reported on the handful of board members who have not made a gift to Gather & Grow Fund yet this year. Matt and Meeghan to follow up personally with those board members to encourage 100 percent board participation by June 30.

Stephanie presented preliminary numbers for the Gather & Grow Fund as of May 31. The total raised is currently \$124,960, leaving us only \$40 away from reaching our 2017-2018 goal of \$125,000. Accounting for the recurring gifts scheduled for June (approx. \$2,400), we expect to hit and exceed our goal by June 30.

We will continue to solicit gifts throughout the month of June. The group decided to update the school sign out front of the Elementary Campus (and Middle Campus) with a message that reminds the community June 30 is the end of the fiscal year and there is still time to make a gift. The "May goal" sign will be taken down. We will also post "year-end" messages on Facebook and Instagram and in a series of Fund Development email blasts at the end of June. Details will be discussed when Stephanie, Meeghan and Matt meet on June 7th. Direct emails will be sent to LYBUNTs under \$500. Members of the Fund Development Committee will be assigned to solicit LYBUNTs over \$500 as needed. (LYBUNT = those who gave "last year but unfortunately not this year").

### **B. Fund Development Policy**

The committee reviewed the Fund Development policy and made suggested edits to simplify and update the policy. The committee will look at last three sections and make edits in Google Drive. Meeghan will send the final proposed policy to those committee members who were not in attendance for feedback and/or approval. The proposed edits will be presented to the board in the fall for a vote.

### **C. 2019 Auction Update**

Stephanie presented three years of the Wonder Ball Auction budgets (actuals) and a proposed budget for the 2019 Wonder Ball Auction. Meeghan will share these with the rest of the committee.

### **D. PTCA Fundraising & Sponsorship Opportunities**

Following today's meeting, Meeghan will share the PTCA's proposed changes to their membership levels with the FD committee and request feedback within a week. Fund Development committee needs to feel comfortable and approve the model.

Stephanie is working on a proposal for combined sponsorship opportunities for PTCA and Fund Development events.

On Sunday, July 29, the event for families of new students will now be a partnership between PTCA and Governing Board. The purpose of the event is for families to socialize, and learn more about the PTCA and Governing Board. It will take place from 4-6pm at the elementary campus.

#### **E. 2018-2019 Annual Campaign Goal**

The goal for the 2018-2019 Gather & Grow Fund has been set as \$140,000. The board approved this during the May board meeting as part of the budget approval process. This goal is higher than the Fund Development Committee had recommended at our last meeting; however, with the progress we've made this May and with Stephanie on board, the committee is confident that we will have no problem meeting the increased goal next year.

### **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 10:30 AM.

Respectfully Submitted,  
Meeghan Fortson