

APPROVED



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**
helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

Fund Development Committee Meeting

Date and Time

Wednesday November 13, 2019 at 8:15 AM

Location

ANCS Elementary Campus, 688 Grant Street, SE, Atlanta, GA 30315

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

Committee Members Present

Eric Teusink, Meeghan Fortson, Stephanie Galer

Committee Members Absent

Narin Hassan, Sabrina Sexton, Susannah Darrow

Guests Present

Chuck Meadows

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 Wednesday Nov 13, 2019 at 8:31 AM.

C.

Approve Minutes

We will vote on October meeting minutes at the December meeting. A draft of the minutes has been posted on Board on Track.

II. Old Business

A. Restricted Gift for Middle Campus

Anonymous leadership level gift for middle campus. Not included in annual fund totals, but included on financials report as one-time restricted gift.

III. New Business

A. October Financial Report

Committee reviewed October financials report. Slightly behind our goals for October, largely due to the timing of a leadership level gift that we expect later in the year. Not all solicitations have gone out yet and Gather & Grow Week/Giving Tuesday will take place in December this year. Still on track to raise another \$60K by end of December.

Participation rates - Add fac/staff who are also parents to fac/staff participation numbers. Add Board participation rate to financials report.

Recent/Upcoming solicitations: Kindergarten letter from Chuck/Eric; Grandparents letter; letter to major donors with specific ask. Letters to non-donors and remaining parents will go in mail before Thanksgiving.

Wonderball Update - Volunteer meeting last night; 3 chairs have been recruited; Fund Development Committee had approved theme over email prior to meeting: "Boogie Wonderball"; Stephanie will share logo with committee for approval before announcing theme/logo to community. Auction item solicitation letter will go out after Thanksgiving; Reviewed breakdown of auction budget. Already raised \$25K in sponsorship funds. Will move forward with securing alcohol permit for Wonderball to allow alcohol to be donated.

Committee discussed corporate sponsorships, \$37K committed to date. Discussion about advertisements in Courier.

B. November Activities

Reviewed timeline of Fund Development activities and discussed November activities including Thanksgiving holiday card from FD committee (all members to sign), donor roll of leadership donors on new "support" tab on website; final solicitation letters go out next week.

C.

Gather & Grow Week

Discussed Gather & Grow Week, which coincides with Giving Tuesday/GA Gives Day. Week of December 2-6. Fund Development Committee to participate in promoting G&G week on both campuses that week. Promote through Fund Development newsletter, social media, mass email, yard signs, Courier, and consider student folders and targeted social media ads. Chuck Meadows to help promote on social media; use private Facebook group.

IV. Closing Items

A. Adjourn Meeting

Meeghan Fortson made a motion to adjourn the meeting.

Eric Teusink seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:45 AM.

Respectfully Submitted,
Meeghan Fortson