DRAFT

Environmental Charter Schools

Minutes

Development Committee Meeting

Date and Time
Thursday April 27, 2017 at 3:00 PM

Location
16315 Grevillea Ave. Lawndale, CA 90260 Call-In Location: 10920 Wilshire Blvd Suite 1400 Los Angeles, CA 90024

Development Committee Members
Julie Vo - Chair
Amy Johnson
Alison Diaz
Farnaz Golshani-Flechner
Lindsey Jurca
William Robertson
Lucy Tseng

Development Committee Charter

- Partners with staff to develop sustainable, long-term financial resources to support the organization's mission and strategic plan
- Reviews and proposes plans for fundraising, including capital campaigns, grant proposals, individual giving, program giving, special events, and campaigns,
- Sets and reviews Board 'give / get' expectation

- Participates in planning, organizing, hosting and/or sponsoring fundraising activities

- Note: Committee is NOT responsible for raising money, but helps to ensure that funds are raised. Encourages all board members to participate in the process

Goals for 2016-2017

- Monitor and report progress on board of directors' individual commitment forms.
- Monitor the success and support the execution of the fundraising plan
- Review upcoming events, foundation proposals (for reference) and prospective funders/donors and make introductions as appropriate.
- Ensures the board is equipped with the necessary tools and knowledge to support a culture of fundraising
- Prospect individuals, strategies and resources to support fundraising and development goals

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE
Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.
REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY
The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.
SPECIAL PRESENTATIONS MAY BE MADE
Notice is hereby given that consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.
REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY
Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.
FOR MORE INFORMATION
For more information concerning this agenda or for materials relating to this meeting, please contact ECS at 812 West 165th Place, Gardena, CA 90247; telephone (310) 214-3400; fax (310) 214-3410.

Committee Members Present
Alison Diaz, Julie Vo, Ken Deemer, Lucy Tseng (remote)

Committee Members Absent
Amy Johnson, Farnaz Golshani-Flechner, Lindsey Jurca, William Robertson

Guests Present
Alli Takido, Allison Chew, Ken Deemer

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Julie Vo called a meeting of the Development Committee of Environmental Charter Schools to order on Thursday Apr 27, 2017 at 3:05 PM.

II. Review and Approval of Agenda

A. Motion to Approve the Agenda

Not enough committee members present to approve

B. Approve Previous Development Committee Meeting Minutes

not enough committee members present to approve

III. Discussion Items / Updates

A. Development Report

Alli T. introduced Ally Chew who will be serving as our Messaging Coordinator until the Fall supporting communications and messaging while we are recruiting a Communications Coordinator.

Ms. Vo went over our fundraising progress to date which is $716,224 comprised of grants, individual donations and corporate sponsorships. She also reviewed our progress in each fund (general, possibilities, capital) and mentioned that we are close to meeting our general goal and have surpassed our possibilities fund goal. We also recently secured $50,000 from the Ralph M. Parsons Foundation. We are waiting on the outcome of a request to the Riordan Foundation from each school site.

Ms. Vo also mentioned recent press coverage/PR highlights including a feature in the April issues of South Bay Magazine and the Green Schools National Network Catalyst Quarterly.

B. Prospects

Ms. Vo shared a list of prospective grant funders and asked committee members to review list in case they may have any contacts they can connect to on our behalf.

C. Donors

In the last several months, Ms. Vo has met with a few board members individually to talk about their individual commitments and prospective friends and supporters. She compiled

them in the FY17 Board/Donor Prospects spreadsheet to serve as a live document for the committee to track our progress and actions. She also shared the list of donors from our 2015 Black Tie Gala to identify ECS contacts for those donors so we might re-engage with them.

Mr. Deemer asked if there were a list of all attendees. Ms. Vo will work with Ms. Tseng to find that list. The committee also discussed other prospects such as the Manhattan Beach TEDx in November.

D. Donor Acknowledgment Process

The committee discussed the donation acknowledgement protocol and how we can communicate with board members the donation thank you process that occurs specifically for their contacts. Ms. Vo explained the current process and that ECS recently began sending out donation acknowledgement letters in addition to the phone/email TY and written card TY. Mr. Deemer suggested an annual contribution letter send to donors contributing over $250 as a way to add another touchpoint. Ms. Diaz suggested sharing copies of thank yous with board members that have been sent out, including thank you cards.

The committee discussed other ways to personalize the thank you that is sent including photos and having Ms. Diaz personalize the letters when she signs them. Ms. Takido suggested "Artifact Uprising" which can be used to create personalized photo albums.

E. ECMSI Build and Grow With Us Campaign

Ms. Vo shared that the Development Team is working on a final push for the greening of ECMS-I with a "buy-a-brick" type of donor experience which can then be physically represented at the site. They will share more at our next meeting.

F. Upcoming Events

Mr. Deemer asked that all campus events be added to the Board Calendar or perhaps a separate Events calendar.

IV. 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 3:58 PM.

Respectfully Submitted,
Julie Vo