

DRAFT



# Voices for International Business and Education

## Minutes

### Finance / Development Committee Meeting

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#### Date and Time

Wednesday March 13, 2024 at 6:45 PM

#### Location

International High School of New Orleans  
2733 Esplanade Ave  
New Orleans, LA 70119

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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#### Committee Members Present

A. Berger, C. Jones, C. Robinson (remote), F. McKenna, G. Espinoza, K. Dwyer, L. Arellano-Rivera, P. Stewart

#### Committee Members Absent

*None*

#### Guests Present

E. Thomas

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### I. Opening Items

#### A. Call the Meeting to Order

C. Jones called a meeting of the Finance Committee of Voices for International Business and Education to order on Wednesday Mar 13, 2024 at 6:46 PM.

**B. Record Attendance and Guests**

**C. Approve Minutes - February Finance / Development Committee Meeting**

K. Dwyer made a motion to approve the minutes from Finance / Development Committee Meeting on 02-05-24.

L. Arellano-Rivera seconded the motion.

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

**II. IV. Financial update**

**A. Review Financial Report**

Reviewing January 2024 Financials

At the close of January 2024, IHSNO's available cash balance was \$ is forecasted to increase to 1M at year-end and yield 52 days of cash. we are working with the school to accelerate the timeline for grant reimbursement to increase the cash balance.

We are forecasting the year-end-net income to be -(94K, which is - than budgeted Forecasted Revenues were reduced by 60k as school food services were lower than anticipated. Additionally, IDEA's high-cost allocation is coming in much lower as compared to previous years.

How many moving expenses do we have? We don't have any wanting on invoices Only get the necessities done for the rest of the year.

We did have a meeting with NOLAPS- for the issues we are having in the building.

We are close to 100K of moving expenses.

You will see the move expensive in February statements.

The additional students will be a plus to add more funds.

The next meeting is April 17 at 5:30- Budget 2024-25- not development

May 8th- at 5:30 pm Final draft of the Budget and recommend to Board.

June 10 Review-copy of budget available front office for public

June 26 public hearing 5-6 pm- Darius, Berger, Thomas

June 26 board meeting 6 pm

**B. Updates on Finance committee related matters**

The next meeting is April 17 at 5:30- Budget 2024-25- not development

May 8th- at 5:30 pm Final draft of the Budget and recommend to Board.

June 10 Review-copy of budget available front office for public

June 26 public hearing 5-6 pm- Darius, Berger, Thomas  
June 26 board meeting 6 pm

3rd quarter budget due to the state April 30  
K. Dwyer made a motion to Financial to the Board.  
L. Arellano-Rivera seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

### III. Development

#### A. Development Update

##### **Development & Communications Report to the Board As of 02.29.24**

**The Community Newsletter** open rate increased from 35% in February 2023 to 51% in February 2024. This is attributable to more engaging content, an increase in the use of graphics, and more accessible layout of information.

**Open House** participation by prospective families increased from a total of 9 in Fall 2022 to 19 in Fall 2023 - an increase of 111%. This increase is due (in part) to our change in location as we have a wider audience to attract to Esplanade. We also leveraged PR services provided with our GNOCCS membership to utilize new avenues of outreach, inclusive of yard signs and direct mail.

**Grants awarded** increased from 3 in all of 2022-23 to 3 in the first semester of 2023-24, achieving 86% of the \$94,000 fundraising goal within the first 67% of the fiscal year; a result of bringing grant writing services in-house to provide a more accurate picture of IHSNO.

#### **LOOKING FORWARD**

**Ribbon Cutting** planning meetings have started with the academic team. The focus of the event is to showcase IHSNO's future with displays of student work and presentations from the student body. The event ticket will be distributed on Friday, **Mar 15, 2024**. The invitation will also be available by that date. Please continue to send guest lists with addresses to **Karen Dwyer** for inclusion in mailing.

**Newsletter communications** are being transitioned to a platform that syncs with PowerSchool which will eliminate the need for manual updates to the audience list. This ensures all students and families receive the newsletter as soon as they've enrolled. New scripts were written to sync data and we'll start testing the system later this month. Transition is planned to be completed by the **Apr 7, 2024** newsletter

**Website revisions** are underway to give the site a new look focused on our future. Updates are planned to be launched on **Apr 10, 2024**.

**Outdoor Signage** will be installed by **Mar 30, 2024** . Includes permanent sign over doorway, updated marquee with new light kit, and wraps for columns. Current estimate is \$7,190.50. We're working with the vendor to reduce cost as much as possible.

**Spring Open House** is scheduled for **Apr 17, 2024**. New advertising will be released on **Apr 3, 2024** .

**Spring Fundraiser** is scheduled for **Apr 20, 2024**. Have met with a student team interested in participating with a donation drive for Unity as their CAS project. Have met with **Grace Espinoza** re: alumni engagement at the event. We're looking forward to details from the Board Committee so as to braid the plans.

**Alumni engagement** is also planned for the **2024 Graduation Ceremony** on **May 23, 2024**. Have met with Senior leads to plan a special seating section. alumni-specific t-shirt, and recognition from the podium, including a possible keynote speaker. This will acknowledge the 10-year anniversary of IHSNO's Graduating class of 2014.

SUBMITTED AS OF 2/29/2024 Amount Submitted AWARDED Amount Awarded  
DECLINED Amount Date

LA DOE 8g (\$ 3,259) 8/23/23 Booth Bricker Foundation (\$ 17,000) 6/1/23  
ProBono Publico (\$ 25,000) 7/17/23 USDA Farm to School (\$ 15,510) 7/19/23  
NO Tourism & Cultural Fund (\$ 15,000) 9/29/23 NO Tourism & Cultural Fund (\$ 15,000)  
10/31/23  
New Orleans Recreation and Culture Fund (\$ 94,014) 11/17/23 LA DOE 8g (\$ 3,259)  
11/13/2023

Pro Bono Publico (\$ 10,000) 12/4/2023  
Selley Famly Foundation (\$ 20,000) 01/29/24

## B. Development Updates

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11/13/2023

Pro Bono Publico (\$ 10,000) 12/4/2023  
Selley Family Foundation (\$ 20,000) 01/29/24

## C. Discuss details of March Fundraiser

Need to budget for the fundraiser

What we can handle and what do we need to outsource  
Need to showcase our school with artists, and student engagement.  
Ask for donations from the Board members.  
Food Truck- slip the funds.  
community Fair

Get donations to raffle off something.

Possible an Alumni event-

Alumni gathering in October.

Berger will email Grace the 2023-24 Alumni list.

Graduation will be on May 23 at 10 am Mahalia Jackson.

Get with the Resouces Center we can invite

Finalize this event at the next meeting on Wednesday- timeline and Final planning. 5:45  
pm

#### **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 7:30 PM.

Respectfully Submitted,  
C. Jones