

APPROVED



Voices for International Business and Education

Minutes

Development Committee Meeting

Date and Time

Monday November 13, 2017 at 7:00 PM

Location

727 Carondelet St. New Orleans, LA 70130

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

A. Kock, B. Schilling, C. Allen, L. Lopez, N. Reyes-Arias, S. Wilson

Committee Members Absent

S. Thomas, T. Ceballos-Meyers

Guests Present

Julia Lennox, M. Roney

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

B. Schilling called a meeting of the Development Committee of Voices for International Business and Education to order on Monday Nov 13, 2017 at 7:10 PM.

C.

Approve Minutes

B. Schilling made a motion to approve minutes from the Development Committee Meeting on 08-07-17 Development Committee Meeting on 08-07-17.

A. Kock seconded the motion.

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

II. Development

A. Review Strategic Plan Pillar for Development

- Goal 2 - Secure funding to accomplish IHSNO mission and vision...
 - BS suggested not to limit the funding to a the specific amount listed in the strategic plan.
 - CA asked to remind us of why the amount of \$30,000 was assigned to that goal. The concern is to not be able to reach that goal.
 - SW explained that the expectation was that such amount would cover for the IB testing for the expected students to participate in the IBDP. The amount listed also came as a result of not just the board's donations, but connections made by the board with potential donors or fund-raising activities.
 - NR shared that due to HB's connections, we have applied to two grants so far and one of them, if granted, would allow us to meet that objective.
 - BS is suggesting that the language doesn't limit the funds to just the IB program.
 - MR agreed.
 - BS stated that we are already doing the rest of the objectives listed.
 - CA suggested that the committee reports on the general board meeting on Wednesday on what the status of the strategic plan tracking is.
 - Goal 2 - Objective 4 will be discussed at the January meeting.
 - MR would like to know what are the board member donations so far to know what the expectation is and what we are working with.

B. Review the Donation and Fundraising Policies and Documents

On the Charitable Donations Policy

- Change Fiduciary for financial
- Third paragraph:
 - Change to "Charitable donations package will include the description of expectations, fundraising policy and

Aquisition Process for Major Gift Donors

- only some typos were found, the content is appropriate

Board of Directors Fundraising Policy the word policy should probably be removed and adopted as a procedure. BS will work on the proposed language to include the board to make a charitable donation. This document seems to be the more complete. JL suggested that a more comprehensive language would encompass the expectation of the board member's participation and not just the economical donation. SW stated that the purpose of the documents is to communicate to the board member that they are to support with their economical contribution as well as to help get economical contributions from other parties. JL will take a look at the documents and simplified the language and combine the documents for the intended purposes.

Board of Directors Pledge - BS will edit this document to reflect the observations made by the committee.

Board of Directors Charitable Donation Policy

We will include this item at the next meeting in January.

SW stated that the reason behind the Acquisition Process for Major Gift Donors is that the board has a procedure/policy to accept or reject major gifts.

The information presented may fit in the operational procedures section that we will include in the Board Binder. We will talk about this further at the next committee meeting.

C. Board Member Pledge - Document

This form will be combined with the Board of Directors Pledge form.

D. Board of Directors Charitable Donations Policy - Document

This document will be worked on and edited to accurately represent the intention of the document.

E. Board of Directors Acquisition Process for Major Gift Donors - Document

B. Schilling made a motion to To accept the Board of Directors Acquisition Process for Major Gift Donors with the minor gramtical edits recommended by the committee.

A. Kock seconded the motion.

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

F. Board of Directors Fundraising Policy - Document

JL Will work on this document to accurately reflect the intent and purpose its use.

G.

Board of Directors Pledge - Document

B. Schilling made a motion to Accept the Board of Directors Pledge document with the suggested edits.

A. Kock seconded the motion.

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

H. Discuss meetings with prospective committee members

- There are contacts that were suggested by different people
- NR will reach out to Chip Forestall
- NR will reach out to Dr. Alison Stone
- NR has another potential member - Chef Adolfo Garcia owner of "Top Hat"

BS - suggested that these connections are made before the next committee meeting in January

NR suggested that we don't want the committee to be too large or too small, but people with the right connections to get us on the map.

BS - is suggesting for the committee to put together an event to raise the funds needed to achieve the objectives listed in the strategic planning.

SW - agreed that the committee could help to draw attention to IHSNO.

NR shared that she has connected with a group of chefs that are willing to volunteer their time to put on a ticketed event with the inspiration of Beer, Bourbon, and Boudin. The DDD is very interested in supporting IHSNO's efforts

BS was thinking about an annual event that is not on school grounds and separates from GiveNOLA

JL suggested that we get to that big event when we are ready with the policies in place to create a pipeline of the participants and for smart engagement.

Include in the Next meeting's agenda the "Event process" conversation to continue.

III. Closing Items

A. Adjourn Meeting

B. Schilling made a motion to adjourn the meeting.

A. Kock 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 8:18 PM.

Respectfully Submitted,

L. Lopez