

APPROVED



Voices for International Business and Education

Minutes

VIBE Development Committee Meeting

Development Committee

Date and Time

Monday November 16, 2020 at 6:30 PM

Location

International High School of New Orleans
Community Room
727 Carondelet Street
New Orleans, LA 70130

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

Committee Members Present

C. Castle (remote), J. Lampton (remote), K. Dwyer (remote), M. Roney (remote), P. Manson (remote), Q. Le (remote), S. Schulkens (remote), S. Thomas (remote), S. Wilson (remote)

Committee Members Absent

C. Allen

Guests Present

T. Huynh (remote)

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

S. Thomas called a meeting of the Development Committee of Voices for International Business and Education to order on Monday Nov 16, 2020 at 6:35 PM.

C. Approve October 2020 Minutes

K. Dwyer made a motion to approve the minutes from VIBE Development Committee Meeting on 10-19-20.

J. Lampton seconded the motion.

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

II. Developing our Development Committee

A. Goals for Development Committee

- Shontell Thomas stated the Goals for the Development Committee.

III. Grant Writing

A. Grant Writing Updates

- Sean Wilson gave grant writing updates.
- Maria Flanagan and Tammy Huynh work together on grants for IHSNO.
- There is a new tool that is being used to identify the grant that is available for IHSNO to apply for. This is extremely helpful for the grant writer.

IV. Spring GALA Updates

A. Date of Gala

- There was a discussion about items on the GALA details.
- The date for IHSNO GALA is potentially on April 17, 2021.
- The contract for UNO was discussed. This will be the location of the GALA if it is held in person.
- There was discussion about having the GALA in a virtual, hybrid, or in-person setting.
- Due to COVID, the dates of the GALA were discussed.
- The release date of the COVID-19 vaccine was discussed.
- The committee has decided that the GALA will take place in Spring 2021, and it will be virtual.
- There was a discussion about having another fundraising event in the Fall that would occur in the IHSNO parking lot.

- There was an agreement that changing the GALA date from the Spring to the Fall would not be ideal.
- There was a discussion about additional fundraising ideas for the GALA.
- GALA sponsorship levels were discussed.

P. Manson made a motion to make the change to the agenda.

M. Roney seconded the motion.

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

M. Roney made a motion to make April 17, 2021, the official date of the GALA.

P. Manson seconded the motion.

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

M. Roney made a motion to make the GALA virtual.

P. Manson seconded the motion.

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

V. Institutional Plan Development

A. Institutional Development Plan

- Steve Schulkens gave details about the Development Plan.
- There were details given about the Open House. There was a virtual and in-person open house that has already taken place.
- The video about IHSNO was discussed. The video was emailed.
- Some marketing strategies were used for open house participation.
- The virtual open house was recorded. This will be edited to a 20-minute clip.
- A group of community leaders founded IHSNO in 2009.
- The Alumni database will be expanded to include new donors.
- The school ambassadors will be heavily involved in IHSNO representation to the public.

VI. Other Business

A. Other Business

- The next Development Committee meeting will be on January 19, 2021.
- The agenda for the next meeting will include grant writing, development updates, and GALA updates.

VII. Public Comment

A. Public comment

- There was no public comment.

VIII. 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,
S. Thomas

Documents used during the meeting

- IHSNO_Grant_seeking_update-2020-1016.docx
- IHSNO_GALA-PROPOSAL-2021.pdf
- IHSNO VIBE Profile 2020 112.pdf
- IHSNO_DEV_PLAN_CC-2020-1007.pdf