

APPROVED



# Voices for International Business and Education

## Minutes

### VIBE Development Committee Meeting

Development Committee

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#### Date and Time

Monday October 19, 2020 at 6:30 PM

#### Location

Zoom Meeting

<https://us02web.zoom.us/j/86707077877?pwd=QXIncWhsWDhINExkWTNnk0JYQUEzdz09>

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

C. Allen (remote), J. Lampton (remote), K. Dwyer (remote), P. Manson (remote), S. Thomas (remote), S. Wilson (remote)

#### Committee Members Absent

M. Roney

#### Guests Present

S. Schulkens (remote), T. Huynh (remote), [clark@schulkens.com](mailto:clark@schulkens.com) (remote)

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### 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 Oct 19, 2020 at 6:37 PM.

## **C. Approve September 2020 Minutes**

K. Dwyer made a motion to approve the minutes from VIBE Development Committee Meeting on 09-14-20.

J. Lampton seconded the motion.

There is no discussion.

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

## **II. Developing our Development Committee**

### **A. Goals for Development Committee**

- Shontell Thomas spoke about the goals of the Development Committee.
- There were 3 goals that were set in the Development Committee.
- The 3 goals were discussed.

## **III. Grant Writing**

### **A. Grant Writing Updates**

- Sean Wilson spoke about the grant document that was attached.
- Sean Wilson spoke about the grants that were applied for.
- Sean Wilson spoke about the items that IHSNO needs and explained how the grant process works.
- Sean Wilson answered questions that were asked.

## **IV. Spring GALA Updates**

### **A. Date of Gala**

- Steve Schulken spoke about the details of the Gala and the possible dates.
- The Gala will take place in the Spring of 2021.
- Gala will have a Jazz Fest theme.
- If available, UNO will be the location for the Gala.
- Steve Schulken spoke about the possible vendors.
- The Gala will move likely to take place in person and also virtually.
- Last year, the attendance for the Gala was approximately 130-135.
- Steve Schulken addressed questions that were asked about the Gala.

- April 17, 2021, will be the potential date for the Gala. This date is approximately a week before the actual Jazz Fest.

## **B. GALA Raffle**

- Tickets from last year will be honored at this 2021 Spring Gala. Gala was cancelled due to COVID-19.

## **V. Institutional Plan Development**

### **A. Institutional Development Plan**

- Steve Schulkens spoke about the Institutional Development Plan.
- The alumni list was discussed. The list was broken down by class year.
- The IHSNO ambassadors will be selected this week.
- The Fall Open house will be both virtual and by appointment in person.
- The video for the open house is being created. There will be different versions of the video, and it will be placed in different areas like the IHSNO website, Facebook, etc.
- Steve Schulkens answered questions that were asked.
- The video will be sent out through email once it is completed.
- Sean Wilson answered questions about the students' return to school. IHSNO will be in hybrid mode starting this Thursday.
- 80% of students should be in attendance at school in person.
- Seniors will be taking their ACT tests Tuesday of this week.
- Freshman and Sophomores will be in attendance on Mondays and Tuesdays of next week.
- Juniors and Seniors will be in attendance on Thursdays and Fridays.

## **VI. Other Business**

### **A. Other Business**

- Topics for the next meeting will be grants and the details of the Developmental Institutional Plan. The Plan was sent out to the whole Development Committee group.
- November 16, 2020, will be the next meeting date at 6:30 p.m.

## **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 7:17 PM.

Respectfully Submitted,  
S. Thomas

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### **Documents used during the meeting**

- IHSNO Grant seeking update-2020-1016.docx
- IHSNO GALA-PROPOSAL-2020-1007.pdf
- 2020-2021 Institutional Development Plan-2020-1009.pdf
- IHSNO DEV PLAN CC-2020-1007.pdf