APPROVED

F.W. Parker Charter Essential School

Minutes

DevComm meeting

Date and Time
Tuesday December 5, 2017 at 7:30 AM

Location
Room 3A

Committee Members Present
C. Stack-Haan, J. Bartsch, J. Howard, J. Saxe, K. Tedstone, M. McKenna, T. Sumner

Committee Members Absent
D. Osofsky, J. Churchill, K. Reeves, M. VanderWilden

Committee Members who arrived after the meeting opened
J. Bartsch

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Tedstone called a meeting of the Development Committee of F.W. Parker Charter Essential School to order on Tuesday Dec 5, 2017 at 7:36 AM.

C. Approve Minutes

J. Saxe made a motion to approve minutes from the DevComm meeting on 10-31-17 DevComm meeting on 10-31-17.
J. Howard seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

T. Sumner	Aye
J. Saxe	Aye
C. Stack-Haan	Abstain

Roll Call

M. McKenna	Aye
K. Reeves	Absent
K. Tedstone	Aye
J. Howard	Aye
J. Bartsch	Aye
M. VanderWilden	Absent
D. Osofsky	Absent
J. Churchill	Absent

J. Bartsch arrived.

II. Development

A. Essence Project Interviews

Katrina presented the template for the Essence Project interviews and the thoughts behind scheduling them.

There was some concern over 1:1 interviews and it was suggested that we have 2 interviewers for each interviewee so one could listen and record answers.

It was decided that Katrina would look into a scheduling scenario that would allow interviewees to pick a time slot that works for them and then we could find DevComm members who could attend each interview.

Cindy brought up that it might be nice to have Deb Merriam do an informational video on the Essence Project and what we are trying to achieve.

Additional question added to interview template: Where do you think Parker needs more support?

B. March Donor Event planning

Katrina shared a list of possible alums to invite to participate in a version of Ted S. Talks.

The group decided on four alums that would be great to include and Katrina will contact them to see if we can find a Saturday date in late March/early April that would work for the majority.

Julie is going to communicate with Cara Stadler again about any availability that she might have to particpate.

C. Working groups updates

Katrina updated the group about recent activity in the working groups. She highlighted grants, the alumni reunion on 11/24 and the art sale from 12/1.

III. 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 8:43 AM.

Respectfully Submitted,
K. Tedstone
J. Saxe made a motion to adjourn the meeting.
T. Sumner seconded the motion.
The committee **VOTED** unanimously to approve the motion.

Roll Call

J. Saxe	Aye
D. Osofsky	Absent
M. VanderWilden	Absent
J. Churchill	Absent
J. Howard	Aye
C. Stack-Haan	Aye
K. Tedstone	Aye
M. McKenna	Aye
J. Bartsch	Aye
T. Sumner	Aye
K. Reeves	Absent