

APPROVED



Elgin Math & Science Academy

Minutes

Development Committee Meeting

Date and Time

Thursday October 22, 2020 at 5:15 PM

Location

Meeting ID

meet.google.com/kqm-bhvv-mvf

Phone Numbers

(US) +1 929-329-2422

PIN: 139 700 372#

Committee Members Present

D. Haight (remote), K. Kelly (remote), L. Sterba (remote), M. Gibb (remote)

Committee Members Absent

B. Pinon

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Haight called a meeting of the Resource Development & Outreach Committee of Elgin Math & Science Academy to order on Thursday Oct 22, 2020 at 5:20 PM.

C.

Approve Minutes

K. Kelly made a motion to approve the minutes from EMSA Development Meeting on 10-01-20.

M. Gibb seconded the motion.

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

II. Development

A. Action Items

Giving Tuesday:

- Send out survey 1st week of November asking what parents what they want to see
- Follow up with email to staff, parents, alumni, public etc. that Giving Tuesday is coming up- get ready- ask your employers if they have a matching program etc.
- Get tab on current site to track progress
- See if we can get someone to match our goal

Website:

- Mel looked into School Insights & will be looking into others as well

Capital Campaign:

Next after Giving Tuesday launches

- Need Donor ask letter (2 -pager)- stright to the point version
- Need Donor ask book (refine what we have)- warm & fuzzy
- What is our goal?
- Donor pyramid- good or revise?

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 6:22 PM.

Respectfully Submitted,

D. Haight