

APPROVED



## City on a Hill Charter Public School

### Minutes

#### December 2020 Development Committee Meeting

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##### **Date and Time**

Thursday December 3, 2020 at 3:30 PM

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This meeting took place remotely pursuant to the March 12, 2020 Baker-Polito Administration announcement of an emergency order temporarily modifying the state's open meeting law.

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##### **Committee Members Present**

Gary Morton (remote), Jack Gearan (remote), Jessica Yang (remote), Jordan Lopez (remote), Kevin Taylor (remote)

##### **Committee Members Absent**

Jeff Jablow

##### **Guests Present**

Maddie Collins (remote)

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

Jack Gearan called a meeting of the Development Committee of City on a Hill Charter Public School to order on Thursday Dec 3, 2020 at 3:40 PM.

##### **C.**

### **Approve October 2020 Meeting Minutes**

Gary Morton made a motion to approve the minutes from October 2020 Development Committee Meeting on 10-22-20.

Jessica Yang seconded the motion.

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

#### **Roll Call**

Jeff Jablow Absent

Gary Morton Aye

Jack Gearan Aye

Jessica Yang Aye

## **II. Donations Update**

### **A. Donations Update**

Jordan Pina, Chief of Staff, overviewed donations that City on a Hill has received to date, which totals \$4,660. She shared that the majority of COAH's current donations (7/9) have come from Board members.

Pina also shared that this Monday, November 30, City on a Hill sent out its Annual Appeal to past donors and individuals on the mailing list. The invitation for COAH's upcoming Virtual Cooking Development Event was also sent to the mailing list.

The Committee discussed past timeframes and success for board wide donations to the school. Pina shared that last school year, one hundred percent of Board members donated to City on a Hill. The Committee asked what the total giving was for School Year 2019-20, and Pina \$24K was given in donations last year.

The discussion concluded with the Committee discussing creating a donation goal for School Year 2020-21.

## **III. Upcoming Development Events 2020-21**

### **A. 2020 Virtual Gala Planning**

Jordan Pina shared that planning of the 2020 Virtual Gala is still underway. The Gala is currently scheduled to take place virtually in April.

The Committee discussed researching what other organizations are doing to hold virtual events similar to the Gala. The Committee discussed details for the Gala to adjust for a remote environment such as length, a live auction, and a keynote speaker.

### **B. Cooking Class with Jamaica Mi Crazy**

Jordan Pina shared that the Jamaica Mi Hungry Cooking Event will occur on Wednesday, December 16. This event will showcase a local restaurant and allow guests to cook alongside chef Aquila from Jamaica Mi Hungry.

Pina shared that there will be a Q&A section, student spotlight, and Kevin Taylor, Chief Executive Officer, and Sonya Pratt, Chief of School, will speak about COAH.

#### **IV. School Year 2020-21 Communication Plan**

##### **A. School Year 2019-20 Annual Report for Donors Discussion**

Jordan Pina shared that she is currently working with a graphic designer to create the Annual Report for Donors. The Annual Report is scheduled to be sent out to donors on January 15.

#### **V. 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 4:23 PM.

Respectfully Submitted,  
Jack Gearan