

APPROVED



## City on a Hill Charter Public School

### Minutes

#### April 2021 Development Committee Meeting

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

Thursday April 15, 2021 at 4:30 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**

Jack Gearan (remote), Jeff Jablow (remote), Jessica Yang (remote)

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

Gary Morton

##### **Guests Present**

Andres Tejada Soto (remote), Jordan Lopez (remote), 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 Apr 15, 2021 at 4:36 PM.

##### **C.**

## **Approve March 2021 Meeting #2 Minutes**

Jeff Jablow made a motion to approve the minutes from March 2021 Development Committee Meeting #2 on 03-26-21.

Jessica Yang seconded the motion.

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

### **Roll Call**

Jeff Jablow Aye

Gary Morton Absent

Jessica Yang Aye

Jack Gearan Aye

## **II. 2021 Virtual Gala Planning**

### **A. 2021 Virtual Gala Planning**

Jordan Pina, Chief of Staff, provided an update on development results to date.

Pina then directed the attention of the Committee to City on a Hill Gala planning. Pina shared that the City on a Hill 2021 Gala website is now live. City on a Hill is working with a platform called Givesmart that allows for comprehensive registration and raffle interactions. There will also be a Givesmart representative to run technology support at the Gala. Pina shared that raffle baskets include in-person and virtual activities as well as gift cards; tickets for which can be purchased during registration or at the Gala.

Pina also shared that our total registration is at eight registrants, four being donors/community members, four are Board members/CoaH staff. Pina also shared updates around current Gala 2021 revenue, including donated, pledged, and prospected funds. Sponsorship tiers for the event are separated into three categories of platinum sponsors (\$10,000+), gold sponsors (\$5,000), and silver sponsors (2,500).

Pina shared confirmed speakers for the 2021 Gala and plans in place to secure a current student and staff member to add to the video that will also be showcased in the video presented at the event. Pina shared that the pre-recordings of the Gala speakers have already started to occur. Pina concluded the presentation by sharing a general agenda for the Gala, as well as next steps in planning.

The Committee discussed the agenda for the event, and plans for breakout rooms at the beginning of the event. The Board discussed the benefit of having smaller breakout rooms, and the placement of the breakout rooms occurring later in the Gala schedule.

The Committee discussed following up with Board members to make sure there is one hundred percent attendance at the Virtual Gala, as well as that all Board members were sharing Gala information with their networks.

Andres Tejeda-Soto left at 5:19 PM.

The Committee's discussion concluded by reviewing previous and current donor data and solidifying action steps to reach out to previous donors who have yet to be contacted.

### **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 5:27 PM.

Respectfully Submitted,  
Jack Gearan