APPROVED

Menlo Park Academy Governing Board

Minutes

Development & Community Relations Committee Meeting

Date and Time
Monday August 22, 2016 at 5:00 PM

Location
MPA

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Committee Members Present
Amber Oxley, Kelly Nelson, Melissa Vlasak (remote), Teri Harrison

Committee Members Absent
Beverley Veccia, Lisa Sierk

Guests Present
Suzanne McFarland, nelly

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Teri Harrison called a meeting of the Development Committee of Menlo Park Academy Governing Board to order on Monday Aug 22, 2016 at 5:04 PM.

C. Approve Minutes-7/26/16

Melissa Vlasak made a motion to approve minutes from the Development & Community Relations Committee Meeting on 07-26-16 Development & Community Relations Committee Meeting on 07-26-16.
Teri Harrison seconded the motion.
The motion did not carry.

D. Approve Minutes-6/8/16

Melissa Vlasak made a motion to approve minutes from the Development & Community Relations Committee Meeting on 06-08-16 Development & Community Relations Committee Meeting on 06-08-16.
Kelly Nelson seconded the motion.
The motion did not carry.

II. Development & Community Relations

A. 2016-17 Annual Development Plan

Basic changes are to the goals for the year and removal of the spring concert as a fundraiser. Will replace with a parent-centered event in the spring. Event lead and info will be decided in October and event plan & budget in November. M. Vlasak questioned the removal of the personal follow up. A. Oxley indicated that wasn't the intention. Agreement to leave the wording of "personal follow-up" in. Combine donors & prospects as 25 each.

B. Development Consultant Proposal Review

The board only approved the authority to execute this agreement based on criteria that the consultant was not interested in changing, so this has come back to the committee. Questions remain on the billing:

1. Monthly retainer vs. deliverable (fee based) - minimum number of hours and CNE should be included.
2. Travel costs - need to remove
3. Detailed billing
4.

More detail on CC support, deliverables, define deliverables more clearly and specifically. We need doers, not advisors. Amber sees a benefit to grants and capital as being time consuming.

Outline current needs. Evaluate WWBD fit to those needs. Melissa will draft a start.

C. Capital Campaign Update

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 7:00 PM.

Respectfully Submitted,
Teri Harrison