APPROVED

Menlo Park Academy Governing Board

Minutes

September DCRC Meeting

Date and Time
Friday September 29, 2017 at 6:00 PM

Location
Bonefish Grill, 6150 Rockside Pl, Independence, OH 44131

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
Jeff Kirschman, Melissa Vlasak, Ron Ziegler, Teri Harrison

Committee Members Absent
None

Non Voting Members Present
Deborah Matese, Stacy Stuhldreher

Guests Present
Debi Matese

I. Opening Items

A. **Record Attendance and Guests**

B.

Call the Meeting to Order

Melissa Vlasak called a meeting of the Development Committee of Menlo Park Academy Governing Board to order on Friday Sep 29, 2017 at 6:21 PM.

C. Introduce New Members

D. Approve Minutes - Mar 13, 2017

Ron Ziegler made a motion to approve minutes from the Development & Community Relations Committee Meeting on 03-13-17 Development & Community Relations Committee Meeting on 03-13-17.
Jeff Kirschman seconded the motion.
The committee **VOTED** unanimously to approve the motion.

E. Approve Minutes - Apr 6, 2017

Ron Ziegler made a motion to approve minutes from the Development & Community Relations Committee Meeting on 04-06-17 Development & Community Relations Committee Meeting on 04-06-17.
Jeff Kirschman seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Development & Community Relations

A. Review Development & Community Relations Committee Charter

Everyone read or re-read the DCRC charter. We will change the reference from "Community Engagement Manager" to "Administrative Director". May move the Enrollment Growth Plan data from the FEC charter to the DCRC charter.

B. Review Draft DCRC Key Result Areas (KRAs)

Reviewed the draft DCRC KRA's. It was noted the we should add reporting metrics on monthly press releases.

C. Monthly DCRC Reporting

Debi will provide Development/Fundraising monthly reporting, showing individual events, goals, actuals and the difference to be reviewed at the DCRC. A summary of this information will be shared at the regular, monthly board meeting.

Consulting deliverables and spend for Marketing consultant are also needed.

D. Review Approved Development Plan

We reviewed the attached 2017-2018 Development Plan, which was approved at the Sep 21, 2017 regular board meeting.

Discussed the plan for the Infographic, a 1-page visual, to explain to staff, parents and our community the different fund raising needs, (Annual Fund, Capital Campaign, Winter Concert, walks, etc.)

We will also need event information, timelines, leads, etc. for each event planned throughout the year. These forms will be reviewed at the DCRC.

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 8:14 PM.

Respectfully Submitted,
Melissa Vlasak
Jeff Kirschman made a motion to adjourn the meeting.
Ron Ziegler seconded the motion.
The committee **VOTED** unanimously to approve the motion.