APPROVED

Menlo Park Academy Governing Board

Minutes

Development & Community Relations Committee Meeting

Date and Time
Tuesday January 16, 2018 at 5:30 PM

Location
Menlo Park Academy

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

Guests Present
Amy Stanovic, Jamie Kinnett, Jennifer Zimmer, Nadia Dreger

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 Tuesday Jan 16, 2018 at 5:39 PM.

C. Approve Minutes - Nov 27, 2017

Jeff Kirschman made a motion to approve minutes from the Development & Community Relations Committee Meeting on 11-27-17 Development & Community Relations Committee Meeting on 11-27-17.
Teri Harrison seconded the motion.
The committee **VOTED** to approve the motion.

II. Development & Community Relations

A. Key Result Areas: SY 2017-2018

Stacy and Jamie to add tasks to the KRA's. Melissa will send the previously drafted tasks.

B. Enrollment Growth Plan (EGP) Update

The committee reviewed and discussed the EGP. Ideas to grow the enrollment were discussed at length.

C. Development Plan Update

We reviewed the update and talked (in detail) about several upcoming events/activities.

- We received the application for "Friends of Menlo"; need list of board members to complete app.
- Jamie believes she has a parent to lead the Annual Fund
    - End of January - an AF phone bank is planned
    - Feb - Follow-up with families that donated last year, but not yet this year
    - Mar - Follow-up with families that have not yet donated
- We plan to have a donor and volunteer appreciation this year.

D. Capital Campaign Update

- The Capital Campaign team will review the recently drafted brochure.
- They will also review and discuss priorities.

E. Menlo Volunteer Program (MVP) Update

F. Communications Plan Implementation Update

This is still in process.

G. Community Relations Update

- The partnership with the Fenwick Block Club is going very well.
- We are open and eager to partner with other organizations.

- Melissa will reach out to the Refugee Response organization, to see if they are available to discuss upcoming needs/activities.

III. Closing Items

A. Adjourn Meeting

Ron Ziegler made a motion to adjourn the meeting.
Jeff Kirschman seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:56 PM.

Respectfully Submitted,
Melissa Vlasak