APPROVED

Academy of Collaborative Education

Minutes

March Fundraising Meeting

Date and Time
Wednesday March 12, 2025 at 4:00 PM

Pursuant to Louisiana Open Meetings Law - La. R.S. 42:19, notice is hereby given to the members of the Board of Directors of Academy of Collaborative Education and to the general public that the Board will hold a regular, special, or re-scheduled meeting, open to the public as specified below. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

Committee Members Present
Amy Marcus, Chloe Marcus (remote), Dawn Stanfield (remote), Joellen Freeman, Madison Bachhofer (remote), Rachel Lindsey (remote), Richard Cannon

Committee Members Absent
Megan Broussard, Meredith Vickery, Rudy Turner

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Amy Marcus called a meeting of the Fundraising/Development Committee of Academy of Collaborative Education to order on Wednesday Mar 12, 2025 at 4:02 PM.

C. Approve Minutes

Rachel Lindsey made a motion to approve the minutes from 2-12-2025 Feb. Fundraising Meeting on 02-12-25.
Chloe Marcus seconded the motion.
The committee **VOTED** to approve the motion.

II. Fundraising/Development

A. 2025 ACE Masters

Amy Marcus confirmed that the ACE Masters will be held on September 26. There will be two flights, starting at 8 AM and 1 PM. Lunch will be served, and a silent auction will be facilitated during lunchtime.

Amy will send the changes to Cameron so that the brochure can be updated.

Copies of the edited brochures will be forwarded to committee members to use when they reach out to sponsors.

A discussion was had about using Event Caddy or Bloomerang for event management.

Rachel Lindsey suggested considering an upgraded Event Caddy version for additional features.

Rachel suggested having one person overseeing volunteers to avoid disjointed communication.

The committee agreed that all expense receipts would be submitted to the fundraising treasurer for reimbursement or a donation receipt at the project's close.

Amy will look into the possibility of using Bloomerang for volunteer management.

The assignment of roles was deferred to the next meeting so that Madison could provide more input.

B. River Rats Update

Dawn Stanfield updated the committee on last week's River Rat check presentation.

Dawn and the committee discussed varying levels of help with River Rat sponsorships, the time we can spend, and the potential for increased funds.

Dawn will follow up with the River Rat representatives and the City of West Monroe for further details and forward the current flyer to the fundraising committee members.

C. Budget and Fundraising Goal for 2025

Madison and Richard have set a 2025 fundraising goal of $50,000.

D. Money Handling and Documentation Procedures and Responsibilites for Fundraising Committee Members

Best practices for handling cash and checks were reiterated, emphasizing the importance of documenting all donations.

Chloe discussed ensuring all fundraising events and committees adhere to best practices.

The committee agreed to create a request form for other committees and the PVO to submit for fundraising activities. The form will include the name and description of the fundraiser and an estimate of expected expenses. Once the project is approved by the Fundraising Committee and the ED, receipts for all purchases must be submitted to Chloe, the Fundraising Treasurer, for reimbursement at the close of the corresponding fundraiser. Said receipts will be stapled to the approved Project Request form for organization and best practice purposes.

The committee agreed to create a statement regarding fundraising and donation handling policies to distribute to all committees and the PVO.

Chloe suggested involving legal and compliance officers in reviewing the form and the statement. Amy offered to check with LAPCS's CFO and legal officer about compliance requirements with these best practices. And Joellen will review with our CPA.

E. Monthly Budget Update

Chloe Marcus reviewed the February bank statement, noting a total of $8,534 deposited, bringing the account balance to $45,658.

III. Other Business

A. Fundraising Ideas for the Spring

The committee discussed alternating annually between a 5K and a Gala.

Richard will contact Dr. Moody to help with gala planning and will discuss with Mike Echols the possibility of using the Hotel Monroe.

Members discussed the timing of the GALA, agreeing that April, Autism Awareness month, makes the most sense.

Dawn and Richard suggested the 5K be scheduled anywhere from late October to the first of April.

Dawn Stanfield reminded the committee that Mr. P's T-shirt fundraiser is underway. Twenty percent of the proceeds will go to ACE.

Dawn and Rachel both suggested partnering with local restaurants, Johnny's, Cain's, Cormier's, Iron Cactus, etc., for fundraising percentage nights.

Rachel asked if there was an update on the "Piecing Things Together" campaign. There were none.

Dawn asked if our committee could revisit the classroom sponsorship program used in the inaugural capital campaign for the new sixth-grade classrooms, and the committee agreed that it should.

IV. Closing Items

A. Adjourn Meeting

There being no further business, Rachel Lindsey motioned to adjourn the meeting.

Dr. Dawn Stanfield seconded the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:42 PM.

Respectfully Submitted,
Rachel Lindsey

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