



## FoWY Monthly Meeting Minutes

**Wednesday, January 10th, 2024**

Library

Absences: Cathy DeMille, Patricia Herrera, Preeti Kansal, Keith Xin(student) **Srishti Kolla (student)**  
Call to Order by the Secretary (Kelly) , Dave 2<sup>nd</sup> it.

Approval of today's agenda (Yolanda)

Kimberly motioned to approve the agenda, Alison 2<sup>nd</sup> it.

November Minutes and December minutes approval. (Yolanda)

Molly motioned to approve the November and December minutes, Karen 2<sup>nd</sup> it.

### **President's Report: (Yolanda)**

- Our current insurance policy only appears to cover 15 board members because in years past our board was smaller. Now that our board has expanded, we need to ensure that all board members are covered (especially considering the \$275,000 stolen from Skinner West). We should not be insuring anyone that is not coming to meetings. While inactive members will not be insured, they are encouraged to participate on committees.
- Melanie commented: There should be a by-law that if you are not in attendance for two meetings (unexcused) then you are subject to removal.
- Amber commented: The number of board members coverage should be a consideration before we decide on insurance.
- Leah agreed to communicate with inactive board members about their updated status.
- File cabinets need to be purchased for important documentation.  
Elana shared that she has file cabinets to donate.
- The merchandise committee needs help with taking inventory of our current merchandise.  
Kelly, Stacey, Elana, Molly, and Karen volunteered to help.
- Our auditor is requesting hours that board members spent during 7/2022 through 6/2023.  
Stacey has created a form and Kelly will send it out to all board members.
- The 2022-2023 form will go out first and is due Monday 1/15/23.
- The 2023-2024 form will be emailed in February.
- Yolanda is getting requests for FoWY for Facebook access. Is that allowed? Joel confirmed that it is ok to join, and our settings do not allow people to post.

### **Committee Reports:**

#### **Alumni (Stacey)**

- No report

#### **Financials (Stacey)**

- Stacey sent out the financial reports today, 1/10/2024.
  - Please see report for details.
- The auditors are asking for additional information.
  - Stacey has created a google spreadsheet for each board member to complete for hours spent for hours spent 2022-2023. This is due 1/15/2024.

- For auditing purposes, we need to provide a photocopy of all checks before they are deposited. They will be kept in a secure filing cabinet.
- Stacey is working on providing Grace with the names for the donor wall so Grace can order plaques.

### **Grants (Megan/Melanie)**

- All teams and clubs that were awarded a grant has received a letter notifying them.
- The fall recipients will need to use their money and provide receipts by 2/21/23.
- The people who did not receive a grant in the fall can reapply in the spring.
- Stacey confirmed that as of today (1/10/24) the recipients submitted receipts for \$18K. The total amount awarded for fall 2023 is \$52, 847.
- Last year the spring grants cycle started in mid-February and we will try to follow that same timeline this year.

### **Communications (Joel)**

- Committee has been on hiatus since the holiday break.
- Leah shared that Amber Commodore will be on the Communications committee.
- Joel is interested in trying to get students involved in Instagram.
- He does have concerns about turning over access to students.
- Elana shared that NHS could award service hours for students' time.
- Amber P. confirmed has NHS has to approve service hours.
- Joel has been working with Grace on copy for the Spring Bash.

### **Community/Volunteer (Elana/Molly)**

- On 12/22/23 FoWY hosted the holiday breakfast for faculty. It was a huge success.
- Per Ms. Melton's suggestion, the food provider was changed to Meli Café in the west loop and the food went further and was less expensive than the previous year's food provider, Yolk.
- We had a great turnout of students to help decorate. Thank you to everyone who volunteered.
- The biggest faculty event that FoWY does is in the spring.
  - We will need all hands on deck.
  - We ask the community to donate raffle prizes, food, and beverages.
  - We need volunteers and will reach out beyond the board to the WY community.
  - We will put together an Amazon wish list.
  - Elana will confirm the date soon.
- Blessings in a Backpack: We received a \$1,000 gift from Chicago Advisory Board to continue feeding Whitney students in need.
  - The grant can only be used for Blessings in Backpack.
- Vintage Vault – 2/22/24 from 11am-1pm.
  - Molly will send out a request for vintage spirit wear in the Weekly.
- We will have a community meeting later this month.

### **Neighborhood Social**

- Jenny has volunteered to host the next social the 3<sup>rd</sup> or 4<sup>th</sup> week of February.
- She is looking for a place in Lincoln Park.

### **Development (Yolanda/Patricia/Jessica/Stacey)**

- **Spring Bash**
  - Co-chairs of the committee are Yolanda, Patricia, Jessica, and Stacey.
  - 4,000 tickets have gone out to half of the teams and clubs.

- Each club (with the exception of athletics and performing arts) were included in the initial distribution.
  - There are online tickets as well printed tickets.
  - Stacey raises the point that it is difficult to provide online and print options.
    - When we are selling tickets until the end (or students turn them in after the deadline) this creates a process problem in entering the information .
  - We need to have cut off date weeks prior to Spring Bash with the printed tickets.
  - Kimberly Smith is in charge of all the clubs and teams.
  - Each ticket is \$15 or 4 for \$50. \$9 of the ticket sales goes back to teams and clubs.
  - Jenny was in charge of soliciting beverages last year. She offered to provide the name of the company/contact, Southern Glacier's Wine Spirits.
  - Joel and Dave are reaching out to Glunz and Sam's. They are requesting a list of beverages and quantities that we ordered from the previous year.
  - Molly has a connection with seltzers' provider and will reach out.
- **School Store (Stacey/Patricia)**
    - Stacey and Kelly are going to take inventory of our current merchandise.
    - Hoodies that have been ordered for the Giving Tuesday promotion will be here at end of January.

#### **Student – (Srishti Kolla/Keith Xin)**

- No report

#### **Nominating (Leah/Megan)**

- Leah will reach out to current board members to see what their intent for serving on the board is for Fall 2024 – Spring 2025.
- People who are unable to serve for a two-year commitment due to unforeseen circumstances should reach out to Leah.
- Board members should consider nominating people to be part of the board.
- Elana is asking about the commitment of serving an additional year. Can you serve an additional year if you are not here the full two years?
- Leah confirmed that would be possible.

#### **Policy (Yolanda/Melanie)**

- No report

#### **Old Business**

- SelectEd is an opportunity the Board continues to explore.

#### **New Business**

- No report

**Adjourn the meeting at 7:15 Motion to adjourn Melanie motioned, Alison 2<sup>nd</sup> it.**

**Next scheduled meeting: Tuesday, February 13th - 6:00pm Library**

