



FoWY Monthly Meeting Minutes

June 12, 2023

6:00 PM -Room 104

Absences: Suzie Desai, Elana Tannenbaum, Joel Reese, Scott Clayton, Cathy DeMille

Guests: Mi Yeon Katz

Call to Order: (Kelly Lowery) 6:05 Kimberly Keith second the motion

Motion to Approve Agenda – Stacey Young called for the motion, Melanie Neely second the motion.

President's Report (Yolanda)

Yolanda revisited the [mission of FOWY](#):

- Introduction of Board of Directors
- Conflict of Interest Forms distributed must be signed by all Board members.
- Fiduciary duties of FoWY Board of Directors – Duty of Care, Duty of Loyalty, Duty to Act in Good Faith, Duty of Obedience.
- Spring Bash Venue date landed 4/13/2024.
- Yolanda stated we are planning to hire a part-time development director due to the workload as the parent volunteers are not able to absorb the workload of a Development Director. The Development Director manages Annual Funds, Spring Bash, Giving Tuesday, and the School Store and has additional responsibilities.
- Jenny wanted to know if we are going to vote on this part time development director.
- Stacey described who Deb Keegan was and her role as development coordinator as a full-time employee, disclosed the workload is very demanding.

Executive Board Meeting was held on June 6, 2023

- **The executive board voted on the following:**
- First Eagle Bank has been the FOWY bank, however there was only one location.
- The Board voted to move to Chase Bank.
- We spoke with Mr. Harris to acquire the date for Spring Bash, we landed on April 13, 2024, for our Spring Bash.
- 2023 Spring Bash Committee decided to give a tip to Venue West at the request of Arlyne Chin. The Executive Board Chair requested a vote be made to give the tip of \$1200 to the servers for 2023 Spring Bash. A vote was taken, and the majority ruled.

Save Dates Registration Dates (FOWY Recruitment) Service Learning Hours – Students Sign Up

- Seniors 8/10
- Juniors 8/11
- Sophomores 8/15
- Freshman 8/16
- Academic Center 8/17

- Makeup 8/18
- Last chance registration 8/21/2023
- Freshman Connection July 31 August 1- August 11

Open House date to be determined?

Fall Gathering date to be determined? (Last Year was October 13)

- Alison Ferguson is heading up the Fall Gathering.
- Mi Yeon Katz is part of the restaurant group and she will help coordinate.

School Store (this goes under Development)

We are working on investigating our inventory for our school store and merchandising.

- We are going to take stock of what merchandise we have and order some new merchandise so we are well prepared for our freshman orientation and registration dates.
- Kelly, Nadia, Patricia, Jenny and Stacey will work on the school store.
- Meet on 6/15 at 11am to take a look at merchandise.
- Sleep pants are big seller.
- Loved our student logo for Vintage Vault

Committee Assignments (Please click [here](#) for a brief description of each committee)

1) Alumni (Stacey Young)

- Stacey described the alumni committee and how Mr. Harris wants to have alumni members involved. He's trying to figure out how to connect the dots and get people to together.
- Some groups are more active than others. We need to come together and figure out how to create communication.
 - **Board members who volunteered for the committee.**
 - Alison Ferguson
 - Kimberly Keith
 - Preethi Kansal

Molly suggested that this new part-time coordinator could help with the alumni cause. She gets a newsletter and have Mr. Harris.

2) Grants (Megan Schumacher/Melanie Neely)

- Melanie discussed having some level of continuity for best practices.
- We need committee members to weigh in and give input.
- There is a very large pool of money that students of clubs, teams, organizations can ask for in order to support. Revisit the rules:
- There are written rules that we had but these may not be part of our by-laws.
- .Food, transportation, uniforms or teachers' salary is not allowed for grants.
- Karen will reach out to Patty to see if we can get some historical data. Megan suggested that the students are a great resource to getting the word out to let students know about the grants proposal.

Board members who volunteered for the committee.

- Leah W
- Kimberly K.
- Karen S
- Kelly L
- Patricia H.
- Mi Yeon Katz
- Yolanda P

3) **Communications** (Joel Reese):

- We want to highlight anything that clubs and teams are doing we want to highlight. This committee also puts things on our website. Grace Terry also helps us put on our website.

Board members who volunteered for the committee.

- Alison Ferguson
- Amber Commodore
- Mi Yeon Katz
- Nadia Roberts

Stacey suggested to use a QR Code at our t-shirt table during registration.

4) **Community/Volunteer** (Elana)

- The big undertakings of the committee – students that are living in need. This was a huge priority. Dolphin Depot – was started we are working with the counseling department.
 - This part of the committee is growing significantly and their needs are growing.
 - Blessings in Backpack. Molly has been supplementing the food from Blessings in a Backpack because it is not enough to support our kids who are living in transitional housing. Ms. Hertado gives feedback to Molly on food.
 - We have a wish list – hygiene kits, meals. We need to decide how often we want to reach out to our WY community for donations.

Other responsibilities of the committee:

- Work with LSC on Hot Topics
- Community Spotlight
- Harris Huddle
- Vintage Vault

Board members who volunteered for the committee.

- Molly VanDerMeid
- Kelly Lowery
- Preeti Kansal
- Jenny Necheles
- Nadia Roberts
- Alison Ferguson
- Karen Stanton
- Amber Commodore
- David Hoke
- Stacey Young

- Melanie Neely
- Kimberly Keith

5) **Development – Yolanda for Patricia Herrera**

- **Annual Fund/Giving Tuesday**
 - i) Marketing plan on calendar for all of our social media posts.
 - ii) We copy all of our marketing through Greater Giving.
 - iii) For all of our donors who give more than \$500 they are part of the donor wall.
- **Class Captains** -Molly suggested this as a way to get the parents in each class involved.
 - Jenny
 - Nadia
- **Spring Bash** - Huge production and we have a lot of parents who come back and contribute.
 - Board members who volunteered for the committee.**
 - Molly VanDerMeid (Class Captains)
 - David Hoke
 - Amber Commodore
 - Nadia Roberts
 - Jenny
 - Yolanda
 - Mail Meter (list of names for each class) Sent one email to everybody.

6) **Finance** (Stacey/Karen):

Money market account and a checking account

- Checking account \$187, 001. 97
- Money Market Account: \$390, 587.64
- We have outstanding checks of approx. \$15,000.
- We don't want to move the account to Chase Bank until all of the checks have cleared.
- We are moving towards QuickBooks online. We want to give every club and organization an account in QuickBooks. This will help with reporting. We use Text Sup software.
- All teams and organizations have access to an electronic check request.

7) **Nominating** (Megan and Leah):

8) **Policy**

Kimberly Keith
Yolanda P.
Melanie N.
Mi Yeon Katz

9) **LSC**

There is a new president and vice-president. We share information with each other.

Next Meeting FOWY Board: July 12th at 6pm virtual meeting

Motion to adjourn at 7:39 by Yolanda, Stacey 2nd the motion.