



## FoWY Monthly Meeting Minutes

**August 23, 2023**

Virtual

**Absences:** Kelly Lowery, Catherine DeMille, and Stacey Mansker-Young

**Call to Order:** Patricia Herrera Time: 6:03pm | 2<sup>nd</sup> the motion: Melanie Neely

**July Minutes reviewed:** Yes

**Motion to Approve Minutes:** Leah Welty

**Motion to Approve Agenda:** Melanie Neely

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

- Faculty & Staff Welcome back BBQ is Friday, August 18th 11:30am -1:30pm.
- We will no longer accept requests to use FoWY credit card for purchases on behalf of the faculty or coaches.
- Checks will be printed weekly on Wednesdays and delivered to the school by Thursdays and placed in FoWY mailbox for distribution.
- Continuing to search for candidates to fill Development Director role.
- Greater Giving (GG) training on-going with GG Representative.

### **Reporting on By-Laws Conflict of Interest (Melanie)**

- Findings that a conflict-of-interest incident has occurred on the School Merchandise Committee. A Board member's family's company was utilized to purchase merchandise and use of the family members company was not disclosed to the Board.
- Merchandise Committee Member, Patricia Herrera shared what was told to her regarding merchandise ordering. Patricia explained that Kelly said she was going to get help from her brother-in-law with ordering merchandise because he's done this for his kids over the last 10 years and has knowledge on quality and vendors to work with to expedite our order quickly as we were in a time crunch. Patricia did not have any knowledge that the company was owned or operated by Kelly's Brother-in-Law.
- Board President will motion via email for the Board to take a vote on utilizing Sew Blessed for back orders and future orders.
- Board vote "yay" for utilizing Sew Blessed for back orders.

### **Committee Reports:**

#### • **Alumni (Stacey)**

- No alumni report.
- Elana shared that an outreach has been made to coordinate an event at a Winery.

#### • **Grants (Megan/Melanie)**

- Reviewed initiatives
- Outstanding grants were approved and not funded. Team is collectively contacting those awarded to fund.

#### • **Communications (Joel)**

- No communication report due to meeting time constraints.

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

- Faculty & Staff Welcome back BBQ is Friday, August 18th 11:30-1:30
- We will be there to welcome them back, so please stop by if you are able to attend.
- We will need a handful of volunteers to help at the drink station as well as the garnish station.
- Are people willing to donate soda pop? Or should we use the remainder of the budget for soda pop?

- **Development (Patricia coordinator until new hire)**

- **Annual Fund (Elana/Patricia)**

- Schedule a Zoom meeting w/Grace, Graphic Designer, to provide her feedback/details on Mr. Harris's Vision to shape new marketing materials.
    - Schedule a Zoom meeting w/Development Committee to review Grace's mockup, gather and prioritize fundraising ideas.
    - Forward notes/emails available on Annual Fund Communication Plan from 2022-2023 to Yolanda and Patricia.
    - Retrieve Donor List from Greater Giving and forward to Yolanda/Patricia
    - Collaborate w/Grace to create Annual Fund marketing material mockups for Committee review.

- **School Store (Kelly)**

- Report not provided at this meeting.

- **Finance (Stacey/Karen)**

- Update to be provided by Board President.

- **Student – (Srishti Kolla/Keith Xin) *summer break***

- **Nominating (Leah/Megan)**

- **Policy (Yolanda/Melanie)**

- **LSC Update**

- **New Business**

**Next Meeting FOWY Board:** September 12, 2023

August FoWY Board meeting started August 16, 2023, but ended abruptly due to a Tornado Warning. Adjourned on August 23, 2023, at 7:00pm.