



## **Development Committee Meeting Agenda**

**6:00 – 7:00 pm, Monday, October 26, 2020**

**via Zoom Meeting Conferencing as per State of LA Proclamation #2020-30**

**Zoom Link: <https://zoom.us/j/9257693126>**

**Phone: (312) 626-6799; Meeting ID: 925 769 3126; Password: NONE**

The matters listed below are those reasonably anticipated by the Committee Chair(s) to be discussed at the meeting. Not all items listed may, in fact, be discussed. Other items not listed may be brought up for discussion to the extent permitted by law. All agenda items are informational unless otherwise denoted, though all committee reports require a vote for acceptance. Until further notice, all Development Committee meetings will be held via Zoom.

- 6:00 pm      Call to Order and Roll Call – Shabankareh**
- 6:03 pm      Approval of Today's Development Committee Meeting Agenda – Chair(s) VOTING**
- 6:05 pm      Reconciled Development Report – Ramsey**
- 6:10 pm      Old Business – Chair(s)**
  - I.      Review of Development Plan & Activities**
    - a. Report of completed activities
    - b. Discussion of incomplete activities – NOTE: numbering below refers to sections of the Adopted Development Plan
      - i.    I. Communications
        - 1.    a. Expand and Diversify Development Committee
        - 2.    b. Better non-ask public communications
      - ii.   II. Training
        - 1.    a. Kindful Training for Committee and Staff
        - 2.    b. Development Training for Board and Volunteers
      - iii.   III. Policies and Procedures/a. Gift Acceptance Policy
      - iv.    IV. Fundraising and Stewardship
        - 1.    a. Engage Board, Staff, and Families
        - 2.    b. Annual Campaign – i. Back to School Appeal and iv. Corporate Appeal
  - II.      Other Matters**

### **Board**

Darren Patin, Chair; Daniel Willeman, Vice Chair; Roger Watkins, Treasurer; Todd Taylor, Secretary; Directors: David Hoover, Anane Olatunji, Kitty Cook Ramsey, Ashley Shabankareh, Jonathan Stewart

**6:45 pm            New Business – Chair(s)**

**I.            Review of Development Plan Upcoming Activities**

- a. IV. Fundraising and Stewardship
  - i.    b. Annual Campaign/ii. GivingTuesday
  - ii.   c. Signature Event in Spring 2021
  - iii.   e. Stewardship of Donors and Volunteers/ii. Thankful email, social, hand-written notes to major donors

**II.           Other Matters**

**7:00 pm            Adjournment**

Guests are welcome to speak during each agenda item with recognition from the Committee Chair(s). In the event to comments or debate may appear to be lengthy, the presiding officer will set a time limit the open comment period; will define the time length each person is afforded to speak; will recognize the order of the respondents, and each person will be asked to state their name, city, parish, and affiliation with the school (examples: employee, administration, parent, community guest, school board representative). This policy subject to change, as necessary.