



Friends of Kenwood Academy

Meeting Minutes

Wednesday, January 15, 2025 - 6:00 PM
Virtual Meeting - MS Teams

1. Welcome and Call to Order (6:00pm)
 - a. Ramona Burress called to order the meeting at 6:00 PM
 - b. Present: Ramona Burress, Cheryl Rudbeck, Marcella Ellis, Felicia DavisFourte, Julie Stanton, LaDawn Norwood, Thelma Tennant, Lynn Watkins-Asiyanbi, Jarren Stroter, Zachary Sweet, Davene Davis
2. Review of Meeting Agenda
 - a. Agenda modified (FDF 1st, CR 2nd) to table review of minutes until February.
3. Review & Approve Meeting Minutes >> tabled until February
4. Governance & Finance Committee Update (Burress)
 - a. Chair's Report
 - i. RB introduced the year-end wrap up FOKA's accomplishments and this was shared with FOKA supporters
 - ii. Job descriptions for committees shared and RB will hold 1:1 meetings with committee chairs (and members, as appropriate) to discuss priorities, bandwidth, sign off on expectations and responsibilities.
 - iii. FOKA needs access to a secure location in the school for storing merchandise, or may need to curtail in-person merchandise sales for the security of inventory; settling on this exclusive access to a space should occur prior to February for planning purposes.
 - b. Treasurer's Report (Rudbeck)
 - i. Accounts: \$57,659.60
 - ii. No major updates beyond efforts to address problems with the online sales platform via GoDaddy (see below).
5. Merchandise & Sales Committee (LNorwood)
 - a. Inventory updates
 - i. 18 boxes of new inventory aligned with Blackout game for this Tuesday, 1/21 (all black gear, long-sleeve tees, pull-over hoodie with a "K," chenille hoodie - limited, zip-up hoodie, and short-sleeved black tee
 - b. Online Sales Platform Update
 - i. CR is researching with GoDaddy to troubleshoot why the online site cannot accept credit card sales; all terminal sales have been tracked and verified. GoDaddy is investigating how to get online credit card sales to work.
 - c. In-person Sales

- i. Tuesday 1/21 for Blackout Game is the next in-person game where sales will take place
 - ii. Want to set up payday sales
 - iii. CR spoke with Treasurer and we will not ask for expedited dates; need 2-weeks minimum with approval by LSC - need to get several more dates on the calendar moving forward for approval.
 - iv. Blackout Game and Senior Night is Tue, 1/21 a non-attendance day. Game is at 5, sales start at 4, setup at 3.
- 6. Communications & Marketing Update (Ellis)
 - a. Several updates to the website need to happen, including donor links and current campaigns.
 - b. Additional updates for social media re: in-person sales; Rudbeck to send dates for sales and LDNorwood to send photos of new merchandise to showcase.
- 7. Fundraising, Grants, & Sponsorships Committee Update (RNorwood)
 - a. Chicago Marathon Charity Teams
 - i. CR submitted an inquiry about making FOKA a Charity org
 - ii. Jarren Stroter also suggested running a 5K locally in the school as a fundraiser
- 8. Volunteer and Community Engagement (Davis Fourte)
 - a. Ramona Burress suggests ramping up efforts to engage both Kenwood students and the community
 - b. Thelma Tennant will be added to these discussions with this committee.
- 9. Alumni Relations Committee Update
 - a. Jarren Stroter introduced herself and shared some ideas of how to engage alumni, focusing on those celebrating milestone years, reaching out, creating engagement videos and communication packages prior to alumni picnics in the summer. Shared other ideas about future events that can take place at the school to engage alumni and strengthen ties with the student body. Many alumni want to give money, but also to have access to the school to give back.
 - b. Ramona Burress to follow-up with Jarren Stroter individually.
 - c. Cheryl Rudbeck updates that our online platforms allow us to manage a database and reach those who are not only donors but also those who want to maintain contact with the school and its activities.
 - d. Julie Stanton emphasizes that a big engagement period for alumni will be in the summer, when they are most active; having a FOKA presence will be critical to build the network.
- 10. New Business
 - a. No new business
- 11. Next Meeting: **Wednesday, February 19, 2024**
 - i. Send Agenda items to marcella@friendsofkenwoodacademy.org
- 12. Adjournment at 7:44 PM