

YOURpath for Adult Learners

Board of Director's Meeting Agenda

Tuesday, December 3, 2019

Time: 7:30 PM- 8:30 PM

Virtual Meeting Platform: Meeting ID: 61465429

Please click <https://www.eztalks.com/j/97882054> to join.

Meeting Call in: +1-201-439-8092

Presiding Members: Dr. Artis (Interim Chairman) & Mrs. Dora Best (Chairman in Training)

Attendees: Dr. Audrey Artis, Mrs. Dora Best (absent), Ms. Chhaya Cook.

Motto: "Alone we can do so little; together we can do so much."

Beginning/Ending Time	Activity	Presenter
7:30—7:40 p.m.	<ul style="list-style-type: none"> • Report out on last month's meeting (assign duties only) • Feedback on Extended Academic Courses (NEW)/Pros & Cons from student perspective • Update on 1023 filing status, mail out on December 7th. 	<ul style="list-style-type: none"> • Ms. Cook, Secretary • Ms. Cook, Student Representative • Dr. Artis, CED
7:40-8:00 p.m.	<ul style="list-style-type: none"> • Completion of Student handbook & posted on website • Completion of Staff handbook & posted on website • Completion of Employment Application & posted on website • Completion of Business Plan • Completion of Board Membership Invitation Letter 	<ul style="list-style-type: none"> • Dr. Artis, CED

	<ul style="list-style-type: none"> • Completion of Organization/networking Letter • Completion of Sponsorship/Donation Letter • Completion of Publication Notices (Philadelphia Weekly and The Star). • Program & Services Advisement Placed in “The Star.” (11/2019) 	
<p>8:00—8:25 p.m.</p>	<ul style="list-style-type: none"> • Report out on Names of Prospective Board Members, Position to be filed and their contribution (i.e. work experience, education, skills) • Report out on Student Outreach/Network Organization (between 5 to 10 organizations) • Report out on Private Funding/Sponsorships with all relevant/specific details (i.e. contact person, application deadlines, grant requirements, websites, etc.) • Present Letters (i.e. Invitation to Prospective Board Members & Introduction to Network Organization and Sponsors) 	<ul style="list-style-type: none"> • All Board Members (bullets 1-3) • Dr. Artis (bullet 4)
<p>8:25—8:30 p.m.</p>	<ul style="list-style-type: none"> • Next Actionable Steps for all members: • 1. Send letters to potential board members to serve (as vice president) and on the advisory committee • 2. Send letters to Networking Organizations (focus to increase/stabilize enrollment) • 3. Identify budget/accounting system. • 4. Set up WellsFargo bank account 	<ul style="list-style-type: none"> • Presiding Officers

	<ul style="list-style-type: none"> • 5. Donation letters and grant applications will begin following notification of 1023 application status (hopefully by March 2020) • 6. Continue identifying grant programs and sponsorship – Board. Year-round and summer application season. 	
<p>8:30 p.m.</p>	<ul style="list-style-type: none"> • Adjournment 	<ul style="list-style-type: none"> • All Board Members

- ❖ **Minutes from prior meeting will be issued no later than December 10, 2019.**
- ❖ **MERRY CHRISTMAS & A HAPPY NEW YEAR!**
- ❖ **Date of next meeting: Tuesday, January 7, 2020**

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