

Organization Name: YOURpath for Adult Learners

Date/Time of Meeting: Tuesday, December 3, 2019/ 7:30 PM-9 PM

Location of Meeting: Virtual Platform

- 1) Topic: YOURpath's Board of Directors Initial Meeting
Time: 2019-08-12 19:30:00 America/New_York
Meeting ID: 61465429
Please click <https://www.eztalks.com/j/97882054> to join.

Or join by telephone, dial:
United States (Toll)
201-439-8092

Attendees: Dr. Audrey Artis (Interim Chairman), Ms. Chhaya (Board Secretary)

Absent: Mrs. Dora Best, Vice Chairman/Finance Officer.

Guests: None

Reading and Approval of Minutes: Tuesday, December 7, 2019.

Agenda Item #1: 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. **Presenters:** Ms. Cook and Dr. Artis

Discussion:

- Ms. Cook (as Student Rep.) provided an overview of the pros/cons of the NEW extended GED/HISET aligned academic courses. She recommended that students be given an overview of the program in terms of how to access the assignments/exercises. Dr. Artis suggested to have an overview of the courses presented at the cohort meetings, especially for newly enrolled students.
- Ms. Cook read off the agenda and reported out on last month's meeting minutes.
- Dr. Artis provided an update on the organization's 1023 application status. She confirmed that the application will be filed (via express postal mail) on December 7, 2019.

Action: Dr. Artis will mail off the 1023 application for the organization's 501c3 status.

Agenda Item #2: 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; 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). **Presenter:** Dr. Audrey Artis

Discussion:

- Dr. Artis reported out on the documents' (as listed in the meeting agenda) completion statuses. All documents have been completed. The student and employee policy handbooks have been posted on the website. The employment application has been posted on the website. All letters have been completed and in the process of being emailed to recipients.
- Dr. Artis advertised the opportunity for the Advisory Board Committee Members on the official website. Interviews will be scheduled for 2020, approximately beginning in February.
- Dr. Artis has completed the Business Plan, which includes 34 pages.
- The organization is in full compliance following the publication notices of formation, which were published in the Philadelphia Weekly and The Star, as of December 1, 2019.
- Dr. Artis also advertised in the "The Star" to boost enrollment, December 1, 2019.

Action:

- Dr. Artis asked for the Board's help in proofreading all posted documents/materials and forward any editing requests to her.

Agenda Item #3: 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).

Discussion:

- Dr. Artis reviewed the list of names of prospective Advisory Board Committee Members; the list of nationwide organizations that will be contacted for networking/partnership opportunities; and the list of private foundations and businesses that have been identified for funding/donations and sponsorships.

Action:

- Dr. Artis will begin reaching out to networking organizations to form partnerships.
- Dr. Artis will begin contacting nominees for the Advisory Board Committee.
- All Board Members will continue identifying funding raising opportunities (i.e. private grants/sponsorships) etc., including all relevant information and will be prepared to report out during the next board meeting.

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.
5. Continue identifying grant programs and sponsorship –Board. Year-round and summer application season.
6. Donation letters and grant applications will begin following notification of 1023f application status (hopefully by March 2020).

Next Meeting: The next Boarding meeting will take place on Tuesday, January 7, 2019 from 7:30 pm to 8:30 pm at: <https://www.eztalks.com/j/67424237>

Minutes Prepared By: Ms. Chhaya Cook, Board Secretary.

****Minutes from Board meetings should be written up and posted on the official website for all board members to review within one week of the meeting.*

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