

Organization Name: YOURpath for Adult Learners

Date/Time of Meeting: Tuesday, February 4, 2019/ 7:30 PM- 8:30 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: 89477659
Please click <https://www.eztalks.com/j/89477659> to join.
Or join by telephone, dial: United States (Toll) 201-439-8092

Attendees: Dr. Audrey Artis (Interim Chairman), Mrs. Best Best, Vice Chairman/Finance Officer.
Ms. Chhaya (Board Secretary).

Absent: N/A.

Guests: None

Reading and Approval of Minutes: Tuesday, February 11, 2020.

Agenda Item #1: Report out on prior meeting minutes. Update on the 1023 Application Submission for YOURpath's 501c3 status. Update on consolidation outreach and funding lists and contacts. **Presenters:** Ms. Cook and Dr. Artis

Discussion:

- Mrs. Best, Chairman in Training, called the meeting to order.
- Ms. Cook reported out on prior meeting minutes.
- Dr. Artis provided an update on the organization's 1023 application status. She informed the board that she contacted the IRS on 1/22/2020 and was informed that the application has not yet been assigned to a determination specialist. IRS has 180 days to process the application.
- Dr. Artis provided an update on the consolidation of the outreach and funding lists/contacts. Dr. Artis mentioned that she plans to follow up with the nominees for the advisory committee following the approval of the 501c3 status. The Board of Directors agreed with this decision.
- Dr. Artis and Mrs. Best are still working on their individual grant/sponsorship lists and will be collaborating on the consolidation of the lists.
- Dr. Artis also informed the board that she is making steady progress with the business advertisement. The Philadelphia Public Library has given approval to distribute YOURpath's flyers to its various branches.

Action:

- Dr. Artis will continue to follow up with the IRS on the status of the 1023 application.

- Dr. Artis and Mrs. Best will continue working on their outreach efforts/research and schedule time to consolidate the information in preparation for fundraising efforts/activities.
- Dr. Artis will continue with her outreach efforts to spread the word about YOURpath for Adult Learners.

Agenda Item #2: Update on action plan regarding tasks to be completed (high, medium and low priorities), including trademark. Discuss Fundraising Drive. **Presenter:** Dr. Audrey Artis

Discussion:

- Dr. Artis provided an updated status re. the Plan of Action for 2020 activities. The following status were reported:
 - The fiscal Budget is completed; however, Dr. Artis has to include the new curriculum and new high school online expenses.
 - The Student and employee handbooks are completed
 - The Student and employee forms have been uploaded, but will remaining an ongoing process.
 - Business cards are completed and all members have received their cards as of January 2020.
 - The Bank Account has been established and Vice Chairman, Mrs. Dora has been added as of February 3, 2020.
 - Student enrollment is increasing, but at a slow rate.
 - Dr. Artis added insurance for the Board of Directors onto the 2020 Plan of Action and will be taken actions as a high priority.
- Vice Chairman, Mrs. Best has volunteered to take on the responsibility of preparing the documentations for trademarking YOURpath for Adult Learners logo, which is owned by Dr. Artis.

Action:

- Dr. Artis will commence researching insurance for the Board of Directors.
- All Board members will continue activities (i.e. outreach efforts) as assigned on the 2020 Plan of Action.
- Mrs. Best will commence the process for trademarking the logo.

Next Actionable Steps for All Members: The above mentioned actions will be taken in addition to other activities that were discussed as outlined below:

1. Dr. Artis will be integrating resources (i.e. videos) to support fundraising efforts. These resources will be provided at the next meeting.
2. All board members will continue with the outreach efforts to help increase student enrollment. Mrs. Best will be sending Dr. Artis (via email) the name of a potential student who will be contacting the office.
3. Mrs. Best will be reaching out to the First Baptist Church of Glenarden, where she has contacts in support of outreaching efforts.

Next Meeting: The next Board meeting will take place on Tuesday, March 3, 2020 from 7:30 pm to 8:30 pm at: <https://www.eztalks.com/j/15776719>

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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