

Organization Name: YOURpath for Adult Learners

Date/Time of Meeting: Tuesday, NOVEMBER 5, 2019/ 7:30PM-9 PM

Location of Meeting: Virtual Platform

1) Topic: YOURpath's Board of Directors Initial Meeting

Time: 2019-09-03 19:30:00 America/New_York

Meeting ID: 914-367-21

Please click https://www.eztalks.com/uc/join_meeting/meeting_id/914-367-21 to join.

Or join by telephone, dial:

United States(Toll)

2014398092

Attendees: Dr. Audrey Artis (Interim Chairperson); Mrs. Dora Best (Vice Chairperson/Treasurer); and Ms. Chhaya Cook (Secretary).

Guests: N/A

Reading and Approval of Minutes: November 11, 2019.

1) **Agenda Item #1:**

- Report out on last month's meeting minutes (assign duties only): present by Ms. Cook
- Update on 1023 filing status, presented by Dr. Artis

Discussion:

- Dr. Artis: 1023c documents are completed, Dr. Artis has to proofread, print, and package them for shipment.
- We are on schedule; they will be ready by November or December, no later than December, which is the deadline.
- Everything is done, and Mrs. Dora has sent back her feedback on the financial statement.
- Additionally, Dr. Artis stated: Advertisements will be done in December.
- In terms of our progress, we are definitely on target with closing out 2019.

Action:

1. Dr. Artis will proofread, print, and package the 1023 application and supportive documents for submission to the IRS for the organization's 501c3 status.

2) **Agenda Item #2:**

- Discuss Priorities among Assigned Duties (All Board Members).
- Discuss Recruitment of Board Members/Current & Needed skills for future progress/Invitation letter/Identifying Prospective Candidates (All Board Members).
- Discuss Student Outreach/Identify ways to reach adults in need of the program/Identify & Network with Organizations.
- Discuss Private Funding & Sponsorships.

Discussion:

- Dr. Artis stated: Things we have to do in preparations for 2020 will be discussed this evening.
- Mrs. Dora read out the topics that needed to be discussed this evening.

- Dr.Artis stated: We are on task with the assignments that we discussed in September, October and November. We need to identify some private funding and sponsors for YOURpath; the deadline to report out for this will be in December. The Board needs to identify at minimum 5 to 10 sponsors. Networking for advertisements is also scheduled for December report out. Make sure we are ready for December report out.
- Mrs.Dora stated with a follow up inquiry: For identification of sponsors, there is a big initiative by Bank of America for the community with different Grants and opportunities, and we will be identifying them. As we identifying them, do we need a contact name or just the business for sponsorship?
- Dr.Artis stated: It would be a good idea to get a contact name and when the application needs to be submitted. Some grant programs have deadlines. We have to make sure that we can meet those deadlines, especially for the 2020 upcoming year. This is important. Also make sure they support adult basic education; this is important too. We want to be specific when identifying these funding organizations. Make sure they definitely support adult basic education, particularly in our geographical area and they do not have any restrictions for a specific area. Often times, the organization may provide funds to only organization in a specific geographical area like Philadelphia for instance.
- Dr.Artis stated: We need to find organizations that do not have any restrictions or if they do have a restriction, it is limited to nonprofits in Pennsylvania. Make sure that we meet the criteria and we are able to meet the deadline. This is important and we have to be specific when we research and make sure it is tailored to our organization.
- Mrs. Dora asked the question: Are we prepared when businesses close out their calendar year to start receiving donations now?
- Dr.Artis stated: We will hopefully be prepared to receive donations in 2020; that is the goal. Once we submit the application either in November or December, we want to give ourselves at least 3 months from the time we submit the application because it will depend on the IRS' response to us. Hopefully, with the first try, we will be successful and we will not have to do any amending. If we have to do any amending, we give ourselves that lead way in terms of holding out on receiving any funds.
- Dr.Artis stated: She knows that Grants start accepting applications around the spring time and we want to be prepared around that time. The one grant that Dr.Artis is looking into now she can submit throughout the year. She has to get the business plan together, she is moving in a manner that will get us ready for 2020. The goal is to have everything ready by the spring of 2020 so that we can start receiving funds in the spring.
- Dr.Artis stated: Private funding and sponsorship is important. Also, we want to start networking with organizations for student outreach as a way of advertising YOURpath's program. Identify 5 to 10 organizations on a national scale would be beneficial but we can also look at Pennsylvania because that is where YOURpath is based. In terms with identifying networking organizations, we want to identify organization with our targeted market i.e. adults who need their high school credentials and are interested in taking the GED or HiSET exam. We want to work with organizations that work with adults to whom we can advertise.
- Dr.Artis stated: It can be individuals that are in homeless shelters, rehab organizations, English as a second language program, Tanf program and those who are in organizations that offer job training; who are transitioning from the prison system into independent living and the workforce and those with disabilities. We want to reach out to those organizations to get our name out there.

- Mrs. Best stated: There is a big population in the Hispanic community that already received their certificate in mastery of English but they do not have that level of education. They would be a great target.
- Mrs. Best stated: Urban churches would be good to work with also.
- Dr. Artis stated: Those are great ideas. We can construct a letter and introduce ourselves and the services we offer and see what type of network we can get in place with those organizations.
- The Board's discussion transitioned into the next topic:
- Mrs. Best read from the agenda: "The recruiting of board members current and needed skills for future progress and invitation letters and identifying prospective candidates for all board members."
- Dr. Artis stated: We are going to be making some transitions. We will be transitioning from 2019 into 2020. One of the transitions we will be making is our board members. We need to get real focused on building the board and getting us in position to move forward with the organization.
- Dr. Artis knows some individuals and is sitting on some names, she is not ready as of yet, but will move forward with those individuals, and she desires all of us to come to the table with some names.
- Dr. Artis wants to discuss: What are our current skills, what do we have here on the board as of right now. What skills do we have and what skills do we need? We want to recruit individuals with specific skills that can move YOURpath forward. Recruit individuals with a background in grant writing, finances, law, public outreach, and lobbying. Once we get our 501c3 approved, we will be able to recruit more people.
- Dr. Artis will be presenting all board members names in December at the board meeting. Letters of invitation will be constructed and presented at December's board meeting. We have to decide when we will mail the letters.
- Dr. Artis will let us know in December if we will be mailing the letters out in December. We do not have to wait until the decision is made to recruit candidates.
- Dr. Artis suggested that we also identify platforms online where we can invite board members. This is an effective way to seek the skills that we need on our Board.

Action:

1. All Board Members will report out on assignments (i.e. research conducted to identify grant funding and networking organizations and submitting names of board member candidates).
2. Dr. Artis will give an update on 1023 application status and Letters (i.e. Board Member invitation letters and Introduction for networking letters).
3. In December, Mrs. Best will go into training for the Board Chair position as we transition into 2020 and as Dr. Artis transition out of the Chair position. We will need to identify a candidate to fill the Vice Chair position for sometime in the near future of 2020. (Congratulations, Mrs. Best!)

Next Meeting: The next Board Meeting is scheduled for Tuesday, December 3, 2019 at 7:30 PM until 8:30 PM.

Minutes Prepared By: Ms. Chhaya Cook, Board Secretary

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