

Organization Name: YOURpath for Adult Learners

Date/Time of Meeting: Tuesday, January 7, 2020/ 7:30 PM-9 PM

Location of Meeting: Virtual Platform

- 1) Topic: YOURpath's Board of Directors Meeting
Time: 2019-01-07 19:30:00 America/New_York
Meeting ID: 67424237
Please click <https://www.eztalks.com/j/67424237> to join.

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

Attendees: Dr. Audrey Artis (Interim Chairman), Mrs. Dora Best (Vice Chairman/Finance Officer & Chairman in training), and Ms. Chhaya Cook (Board Secretary)

Absent: None.

Guests: None.

Reading and Approval of Minutes: Tuesday, January 14, 2020.

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

Discussion:

- Ms. Cook (Secretary) reported out on last month's meeting minutes to provide an update on where the Board left off in terms of last month's actions to be taken.
- Dr. Artis (CED/Interim Chairman) provided an update on the 1023 application form to establish the organization's 501c3 status. Dr. Artis confirmed that the application was mailed out on Saturday, December 7, 2019 via Federal Express mail. Dr. Artis stated that she anticipates feedback approx. in March 2020.
- Dr. Artis also reported on other duties that were performed by her in the Month of December. She reported that the Board Advisory Committee invitation letters were mailed to nominees. Mrs. Best (Vice Chairman/Chairman in Training) inquired about a timeframe for nominees to respond. Dr. Artis responded that she plans to follow up with nominees at a later time. She also established YOURpath for Adult Learners' banking account. She informed Mrs. Best that she will need her information to include her on the bank account. Mrs. Best agreed to provide this information to Dr. Artis to be added on the bank account as Dr. Artis explained that Mrs. Best as the Finance Officer should be included on the account. Dr. Artis also mentioned that as a 501c3 organization that financial documents are public knowledge. Additionally, Dr. Artis

mentioned that business cards were ordered and sent to all board members; they should be received by all board members in mid-January. She also conveyed that she designed and implemented the New Curriculum courses. According to Dr. Artis, implementation of these courses will be ongoing throughout 2020. Dr. Artis mentioned that she installed the software application, designed the website and created the online courses, and that although she is comfortable with technology, there is a need for a tech support specialist to consult with during implementation and/or perhaps, take on the majority of these responsibilities in terms of troubleshooting issues. She also expressed a need for more instructional support in terms of staffing. There is a need for instructional staff to design courses and manage courses' workload.

- Dr. Artis also discussed her vision to implement an online high school program that offers students the opportunity to make up high school credits and earn their high school diploma through their local school district. This opportunity will be available for students who left school with only a few credits remaining for them to earn their high school diploma.
- Mrs. Best suggested taking steps toward trademarks. Dr. Artis agreed. She plans to commence the research on this suggestion and move forward.
- The Board discussed ways to utilize their business cards in terms of outreach and advertisement of the program. Some ideas that were shared consisted of sharing business cards with businesses such as at church (as per Ms. Cook's suggestion), sharing them with individuals on the street, esp. those who appear can benefit from the organization's programs and services and sending them through mailing advertisement (as per Mrs. Best's suggestions).

Actions to be taken: Dr. Artis will keep the Board abreast of the 1023 application status for the organization's 501c3 status. Dr. Artis will continue working on the implement of the program's new curriculum courses. Dr. Artis will commence research on the online high school program to determine requirements for implementation. The board will commence their outreach efforts, using their business cards to spread knowledge about YOURpath for Adult Learners' programs and services and increase enrollment.

Agenda Item #2: Report out on Names of Prospective Board Members, Position to be filed and their contributions (i.e. work experience, education, skills). **2)** Report out on Student Outreach/Network Organizations (between 5 to 10 organizations). **3)** Report out on Private Funding/ Sponsorships with all relevant/specific details (i.e. contact person, application deadlines, grant requirements, websites, etc.). **4)** Provide an update on the status of outreach efforts (i.e. Invitation to Prospective Board Members & Building Networking Partnerships)

Presenter: Dr. Audrey Artis

Discussion:

- Dr. Artis shared the list of prospective board members who have been nominated to serve on the advisory committee. She explained that invitation letters have been mailed and responses are pending. She requested for the board to submit names of individuals whom they may deem to be qualified in terms of meeting the organization's needs.

- Dr. Artis shared the list of organizations that she has contacted in her outreach efforts. She expressed that more outreach is needed and requested that board members send their recommendations via email by Sunday, January 12, 2020. Dr. Artis stated that she will consolidate the lists and make contact with those organizations as well.
- Dr. Artis shared the list of organizations that have been identified for funding and sponsorship. She expressed that the list is growing; however, she has asked the board to provide their recommendations to include on the list as well. She has requested that the board send via email their recommendations by January 12, 2020. Dr. Artis requested that the board submit a detailed/specific list to include all contact information and requirements (such as application deadlines) of the funding organizations. Dr. Artis also expressed that we still must wait on the 1023 application status update for the organization's 501c3 status before we can apply for any funding. However, she wants to make sure that the board has done its due diligence in terms of researching and identifying funding that matches the organization specific missionary work (*e.g. adult basic education, literacy, workforce skills building*).

Actions to be taken:

- Dr. Artis along with all board members will continue their outreach efforts in terms of networking and advertisement. Board members will email Dr. Artis their outreach and funding lists by Sunday, January 12, 2020. Dr. Artis will consolidate all lists and continue reaching out to organizations. Dr. Artis will provide an update of her efforts at the next board meeting.

Agenda Item #3: Next Actionable Steps 1) Board members should send via email their report out information (i.e. prospective board members' names and the names of organizations for networking/partnerships and sponsorship opportunities) to Dr. Artis by Friday, January 10, 2020 so that this information can be compiled and actions taken. Be sure to include all details. Please use the attached [link](#). **Presented** by Mrs. Best.

Discussion:

- Dr. Artis provided the list of names of prospective Board Advisory Committee Members; the list of nationwide organizations that were recently contacted for networking/partnership opportunities; and the list of private foundations and businesses that have been identified for funding/donations and sponsorships.
- Dr. Artis changed the submission date from Friday, January 10, 2020 to Sunday, January 12, 2020.
- Mrs. Best inquired about the attached link. Dr. Artis reviewed the chart and how it will be used for maintaining and tracking all information collected and submitted.

Next Actionable Steps for All Members:

1. Board members should forward Dr. Artis their outreach and funding lists by Sunday, January 12, 2020. They should contact Dr. Artis if an extension is needed. Dr. Artis will consolidate lists and contact organizations.
2. Board members will commence their outreach efforts. Business cards should be used in accordance with the ideas that were shared in the meeting.

Next Meeting: The next Boarding meeting will take place on Tuesday, February 4, 2020 from 7:30 pm to 8:30 pm at: <https://www.eztalks.com/j/89477659>

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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