**SPHS Business Advisory Board   
Building partnerships to empower all**

**to develop their vision for a successful and productive career**

**www.sphsbab.org**

**May 12, 2020**

**Meeting Minutes**

1. Welcome/Introductions

* In attendance: JoAnne Brack, Tom McGinn, Kirk Lynn, Sue Gallagher, Melanie Wood, James Henson, Jim Cleveland, John Clark, Bob Nutter, Alice Lukas, Nancy Jackson, Liz League, Sherri Norton, Joanna Kouvaras, Paul Heath, Kira Dickson, Owen Monroe, Robert Molina.
* The minutes from the March 10 meeting were reviewed and accepted as submitted.

1. Committee Reports:

* Executive Committee- 2020/2021 Officer elections/confirmations. The following slate of officers was presented and accepted:
  + President: Tom McGinn
  + Vice President: Kirk Lynn
  + Secretary: Susan Gallagher
  + Treasurer: Melanie Wood
* Committee Chair selections for 2020/2021. The following committee chairs/co-chairs were nominated and accepted:
  + Mock Interviews/Career Conversations: JoAnne Brack, Nancy Jackson, Kim Walker
  + Financial Literacy: Kirk Lynn, James Henson, Alice Lukas
  + Marketing/Membership/Appreciation: Melanie Wood, John Clark
  + Website: Jim Cleveland
* *Partner of the Year* awards dinner update. The event, scheduled for late June, has been cancelled. The school system will recognize the nominees in some format. SPHS’s nominee is Ed Knox, Deputy District Director of the U.S. Small Business Administration in Baltimore. He has been very helpful to the Signature program this year. The BAB officers will make a formal presentation to him when we are able to do so.
* 2019/2020 Highlights and Accomplishments. JoAnne shared a slide presentation highlighting the activities, accomplishments and contributions of the BAB over the 2019/2020 school year. The slide presentation is posted on the BAB website. The contributions of the BAB brought $24,069 in value to the school, based on volunteer hours.
* Goals 2020-2021.As always, the goals of the BAB are to continue to improve, enhance, and adapt (especially to changes resulting from COVID-19) our successful activities. These include Mock Interviews, Career Conversations, Financial Literacy week, and Signature program support. Social distancing will require changes in how these activities are presented. For example, we may need to conduct Mock Interviews via Skype if possible. Because the situation in the 2020/2021 school year is uncertain at this point, we should schedule one or more virtual BAB meetings over the summer to discuss options. This will help us to monitor the situation and respond to changes in the school situation for the fall. We will schedule a meeting if/when changes are announced; if no announcement is made, we will meet in August.
* Website- New Reveal. Jim Cleveland walked us through the new website design. The home page was redesigned with a cleaner look including more white space to make it easier to read. The functionality using smart phones has improved. The home page includes a link to contact JoAnne, map showing the location of the school, calendar, photos of BAB events, and a link to Twitter. It also contains a menu with links to information about the BAB, how to get involved, awards, and meeting minutes.

1. Announcements/New Business

* Upcoming dates
  + June 1- Senior Graduation (Tentative)
  + Thursday, June 18 – Students; last day (Tentative)
  + Friday, June 19- Teachers’ last day (Tentative)
* **SPHS Business Advisory Board** meeting schedule 2020-2021
  + Regular monthly meetings - 9/8, 10/13, 11/10, 1/12, 3/9, 4/13, 5/11
  + One or more summer 2020 meetings TBD
  + Executive Officer Strategic Planning meeting- September 3, 2020
* 2020/2021 School year dates
  + First day of school: September 8, 2020
  + Back to School Night - September 16, 2020
  + **Events** (Dates and Locations subject to change):
    - Entrepreneurial Fair- Oct. 22, 2020 (1st & 2nd Cafeteria)
    - Mock Interview Prep Advisory-Nov. 20, 2020 (11th grade advisory rooms)
    - Mock Interviews & Career Conversations- Nov. 30- Dec. 4, 2020 (Upper & Lower Media)
    - Healthy Teen Choices Fair- Feb. 11, 2021 (1st-3rd period Main and Auxiliary Gym)
    - Financial Literacy Week- Mar. 22-26, 2021
    - Financial Literacy Advisories- Mar. 26, 2021 (10th, 11th, 12th- grade advisory rooms)