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

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

**www.sphsbab.org**

**Oct. 12, 2021**

**Meeting Minutes**

1. Welcome/Introductions

In attendance: Patrick Bathras, JoAnne Brack, Jason Port, James Henson, Kim Marie Walker, Susan Gallagher, Dustin Angelo, Karima Davis, Larry Denton, Kati Elliott, Jessica Farrar, Mike Farrell, Melanie Ferragut, Austin Gerig, Chris Kelly, Joanna Kouvaras, Alice Lukas, Tom McGinn, Jill McKay, Sherri Norton, Don Quinn, Lindsay Brown, Tara Soriano, Ryan Thompson.

1. Committee Reports:
   1. Mock Interview/ Career Conversations Committee
      1. Planning update for December
         1. Schedule is ready. Face to face format has been approved. 494 15-minute interviews will be scheduled during the week of December 6.
         2. Sign Up Genius is live at <https://www.signupgenius.com/go/10c0e4eaca72da2fd0-sphs29> . Interviews are scheduled for December 6-8. Volunteers are still needed to fill 140 interview slots. Please encourage your contacts to sign up. This is not limited to BAB members.
         3. Thank you notes (email vs. USPS): In recent years, thank-you notes have been done via hard-copy, because it has been noted that many students don’t know how to address an envelope. We discussed the pros and cons of email vs. regular mail thank you notes. The consensus is to do both: have the students send an immediate email thank you, followed by a handwritten note.
         4. Career Conversations: Will be done in a virtual setting through pre-recorded videos featuring people in a variety of careers. Students will access the videos through Chromebooks. Nancy and JoAnne will conduct the interviews. Volunteers are needed; contact JoAnne if you or a colleague are interested.
         5. Optional Virtual interviewer training: November 30, 2021; scheduled through Sign Up Genius. This training will prepare interviewers to approach the interviews in the role of interview coach, assisting the students to develop and refine interviewing skills.
      2. Advisory November 19, 2021, 8:46-9:16 am: One or two people will deliver the Mock Interview prep Advisory in a virtual setting to all Junior Advisories. It will not include resume information. Instead, the school will offer a workshop in the first week of November on resume writing through the College and Career Center. While resume assistance has been provided *during* the mock interviews in the past, students have indicated they want this in advance. Volunteers are needed to review resumes.
   2. Pizza with Professionals
      1. This activity will expose students to different careers to help them make career choices, through regularly (monthly, bi-weekly, weekly?) scheduled opportunities to meet a professional to learn more about the career and what is required to get there. A diverse cross-section of careers is needed. This would be a 30-minute commitment, offered through the College and Career Center, advertised through Naviance and morning announcements. This is a way to connect business needs to the school’s talent pool. We discussed how to attract students, especially outside of their narrow fields of interest. Marketing should describe the perks of the career, providing more information than simply the job title; mention non-linear careers – that careers may begin with one interest and change throughout a person’s lifetime; market the program to encourage students to come to all or many of the events, not just the ones they think they are interested in. Jason wants to form a small committee to plan. Email [jasport@cisco.com](mailto:jasport@cisco.com) if you’re interested in serving on the committee.
      2. Schedule- hope to launch in November
   3. Virtual Entrepreneur Fair
      1. October 28, 2021
      2. Virtual/Synchronous panel of entrepreneurs during Advisory (8:46-9:16 am) which students will access through an interactive notebook. Panel includes Kati Elliott, an alumni Teddy Giard, and Karima. JoAnne will share questions and format in advance. There will be time for Q&A.
      3. Additional recorded short stories needed (4-5 min.). Students will access through interactive notebook.
   4. Marketing/Membership/Appreciation Committee
      1. New member update - we have 20 new members this year; many are present today. The Membership committee is working on sending a welcome letter.
   5. Financial Literacy
      1. New Financial Literacy Club: has been meeting during the Falcon block; meetings have maxed out at 25 students every Wednesday. Considering changing to an after-school activity to allow more participants. Focus is on financial insight, taxes, budgeting, stock market game, and related topics.
      2. James was guest speaker for Signature Exploration 1 classes.
      3. Financial Literacy week: Mar. 21-25, 2022. Structure will depend on status of students in schools. Committee will meet in November to begin planning.
2. Announcements/New Business

Nothing to report.

1. Upcoming Events
   1. 2021-2022 Monthly Meetings: 8 am- 9 am; virtual until further notice: November 9, January 11, February 8, March 8, May 10
   2. Virtual Entrepreneurial Fair - October 28, 2021
   3. Mock Interview Advisory - November 19
   4. Virtual Interviewer Training – November 30
   5. Mock Interviews & Career Conversations - December 6 - 10, 2021
   6. Financial Literacy Week - March 21 - 25, 2022