



City Garden Montessori School

Minutes

Development Committee Meeting

Date and Time

Wednesday September 9, 2020 at 5:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/86097345278?pwd=Y1ZMdGJGMVdnWTZNRklqSUoFYXZlUT09>

Meeting ID: 860 9734 5278

Passcode: 817141

For audio only, you may call in to:

(646) 876-9923 OR

(312) 626-6799

Committee Members Present

D. Flores (remote), K. Carroll (remote), L. Carroll (remote), L. Fathman (remote), R. D'Souza Siebert (remote)

Committee Members Absent

K. McCarthy, S. Gordon

Guests Present

C. Flynn (remote), C. Huck (remote), D. Fox, L. deLearie (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Flores called a meeting of the Development Committee of City Garden Montessori School to order on Wednesday Sep 9, 2020 @ 5:31 PM.

C. Board and School Update

- *Deb gave an update on school reentry, including limited numbers of students in school building; K-8 is all remote learning program with many tech support needs.*
- *Safety precautions in place for those in the building following the COVID Health and Operations Guide*
- *New principal, Crystal Isom, welcomed and implementing new ideas such as Fab Friday opportunities for student participation in community activities.*
- *The Board is creating an Academic Dashboard and following Road Map for the year aligned with SLU Performance Contract*

II. Action Items

A. Approve Minutes

K. Carroll made a motion to approve the minutes from Development Committee Meeting on 05-13-20.

R. D'Souza Siebert seconded the motion.

The committee VOTED unanimously to approve the motion.

B. Development Report and FY21 Plan

- *Deb highlighted parts of the FY21 Development Plan including the \$905,000 annual fund goal, upcoming Fall solicitation, monthly goals, the emphasis on recurring gifts, request the Board and committee members to comprise End-of-Year solicitation match pool, and the Moves Management process.*
- *The replacement event for the Gala, combining with Charidy efforts, was discussed with many suggestions and experience with virtual events shared.*
- *Several Corps/Foundations grants have been awarded already this fiscal year with many currently pending.*

C. Communications Update

- *Cassidy shared features of the new website including the On-Site Procedures video for students coming back to school.*
- *The "Life and Learning through COVID-19" piece was mailed to segmented constituents over the summer, and the Annual Impact Report is forthcoming.*
- *Implementing four phases of communications about the renovations commenced on the expansion building at 4209 Folsom.*
- *Many school-related communications including assisting virtual Meet the Teacher presentations, supporting Crystal Isom communication strategy and formats, digitizing all enrollment materials and implement online process, and many other school communications.*

D. Gala/Charidy Combined Event/Efforts

Most discussion occurred under the FY21 Plan, with additional input from committee members who are either planning virtual fundraisers or have participated in them.

III. Updates

A. Comprehensive Campaign Updates

- *City Garden's campaign consultant continues the feasibility interview process and will report finding soon. A Brand and Case Convening and survey was*

conducted to help inform the messaging going forward. The Case for Support was shared and financing packaging and needs were briefly discussed

- *Several significant gifts have been secured and discussion took place about best practices for gift acceptance policy and implementation then ensures City Garden's mission and vision is always at the forefront and followed.*

B. Donations - FY20 Totals

FY20 totals were shared with the committee.

C. Donations - FY21 through Aug. 31

The FY21 through Aug. 31 Gift Summary was shared with the committee.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:52 PM.

Respectfully Submitted,

D. Flores