

Notes – Executive Team Meeting Polk Institute 01/13/2021

In attendance: Gary, Brodie, Deannie, Mike, Devon, Tim, Michael C., Debbie

Meeting called to order at 5:30 PM.

Said we had several things to review including fiscal partnership, bylaws, and a few other things.

Gary asked about Slack notices. Discussion ensued. Some people have no problem other having some trouble. Anyone who is having problems should take it offline with Deannie to resolve.

First item of business is to approve the fiscal partnership with LA Urban League. Manahan made a motion to discuss, seconded by Brodie. Reviewed the agreement. Discussed various alternatives for reporting. Decided we should request reporting monthly.

Deannie made a motion to approve fiscal partnership, seconded by Brodie. All in favor.

Discussion opened on the bylaws. Several people said they have not had a chance to review them. Manahan proposed to approve the bylaws as presented by the Attorney, seconded by Brodie, all in favor. Discussed putting the bylaws on the website. Michael C. says we should have bylaws on the website. Gary wants it to be under corporate governance. Brodie was so instructed.

Gary brought up a “give and get” policy whereby directors would contribute to the non-profit to get on the board. General discussion ensued with people sharing ideas. Gary mentioned the names of a few people he might approach who have showed interest in being members of the board. We want to be selective.

Have added two additional students to our first cohort. We now have nine. Discussed the new candidates. Gary and Tim talked about a couple of the candidates. Plan to extend the interview time. Still looking for students so we can have 20 to 25 in that first cohort. Devon asked a bunch of questions about the current students.

Brodie showed us information on our web traffic. Still need to do more work to get the word out.

Gary mentioned that we are planning a meeting for all instructors in the next few weeks.

Gary also discussed our Volunteer Associates, and that we have received numerous resumes. Discussed rules under which volunteers can work, and that you cannot force volunteers to work any specific number of hours.

Gary brought up the subject of fund raising. Gary suggested we have a form letter that we can send out. Debbie thought we need a more customized approach. Gary thought that we should ask for a specific scholarship amount. Mike explained that the volunteer associate will be focused on research to find potential donors. Debbie feels that a lot of it is gut feel and getting to know people. Mike mentioned that he didn't have much response from VAs. Only able to connect with one.

Next board meeting on January 27th from 3 to 5 PM.

On the 20th the meeting will be for our professors.

Manahan has someone working on an employee handbook.

Meeting ended at 6:48 PM.