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| ASDF Annual Board Retreat – June 18, 2020 |
| Minutes |  |  |  |
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| Meeting called by | Dan Bosket at 8:05 AM |
| Type of meeting | Annual Board Retreat via Zoom |
| Note taker | Vicki Newhard |
| Attendees | Pete Kareha, Tony Muir, Ralph Todd, John Stevens, Josh Dodd, Susan Williams, Dan Bosket, Tonya Harris, Ellen Kern, Mike Bruckner, Vicki Newhard, Kay Kurtz, Jane Marks, Elizabeth Marcon, Dennis Blankowitsch, Nancy Wilt, Angela Nolan, Thomas Parker, Rob Schmidt, Maria Tjelveit |

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## **Agenda Topics**

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|  | ASD UPDATE |  tHOMAS pARKER |
| Discussion | Thomas reported that the transition from enrichment to online learning during the COVID 19 school closures was challenging. 8,000 Chromebooks were purchased and ASD worked to ensure wifi access for students. He thanked ASDF and Century Fund for partnering on the wifi.  |
| Graduating seniors are being celebrated with virtual graduations in late June, and PPL Center has been reserved for in-person ceremonies in early August depending on PA COVID 19 status at that time. |
| Summer programs are being expanded. All secondary students and most elementary students can participate in online learning for summer school. The new school year will likely be a hybrid of online and face-to-face learning. If there is a second wave of the virus, all schools may have to go back to online. All of this is happening in the backdrop of a large civil rights movement, and ASD is making sure to be responsive to concerns. |
| A few board members had questions for Thomas. Dan asked if there is still an online deficit, and Thomas replied that there are still devices that have not been picked up by students, but ASD is almost a 1 to 1 district. A few devices may still be needed, but he is more concerned with wifi access. Tony asked if devices are provided for K to 12, and Thomas said yes. Maria asked what ASD online learning looks like, and Thomas gave a brief overview of Edgenuity, Odyssey, Google Classroom, and other platforms being used. Tonya asked if ASD is looking into free wifi options that are available, and Thomas responded that free/low cost options through RCN and Service Electric were promoted, but there were some impediments for families such as credit issues, the fee after the free period, and an installer having to come into the home.  |
| Conclusions |  |
| The ASDF Executive Committee will soon meet with Thomas on alignment with ASD. |
| Action items | Person responsible | Deadline |
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## APPROVAL OF MINUTES NANCY WILT

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| discussion | Nancy asked if there were any corrections to be made to the February meeting minutes (no corrections) and requested a motion to approve them. John made the motion and Mike seconded. All voted in favor to approve. |
| Discussion |  |
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| Action items | Person responsible | Deadline |
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|  | GOVERNANCE ITEMS | TONY MUIR |
| Discussion | Tony asked for three motions, all of which were first and seconded and unanimously approved: |
| 1. Approval of two new board members, Rob Schmidt and Maria Tjeltveit. Tony 1st, John 2nd
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| 1. Election of officers Dan (President), Tony (Vice President), Josh (Treasurer), and Nancy (Secretary). Mike 1st, John 2nd.
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| 1. By-law revisions that were sent out ahead of the meeting. Dennis 1st, Nancy 2nd
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| Tony said farewell and thank you to the two individuals who have completed their time on the board: Elizabeth (7 years) and Bob (6 years). Elizabeth will continue to serve on Scholarship Committee. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
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|  | TREASURER’S REPORT | JOsh DodD |
| discussion | Josh asked everyone to refer to his agenda brief on p. 18 of the PPT presentations and then discussed the following items: |
| 1. ASDF was approved for the Payroll Protection Program in its second round and received approx. $21,000 to cover 2 months of payroll. No staff positions or salaries were cut. Thank you to the Executive Committee for approving us to apply.
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| 1. Scholarship Committee met with Investment Committee and recommended on a 3% distribution on endowed funds which was then approved by the Executive Committee. There are also expendable scholarships where the donor says how much is to be given to ASD graduating seniors each year.
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| 1. Our money market account dipped a bit. The CD is maturing, and we need to decide if we should keep it as a money marked CD and allow it to roll into the fall. Josh asked for a motion to do so. Tony 1st, Nancy 2nd, all in favor, motion approved.
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| 1. As per the May 31, 2020 financials, not much money was spent this year due to COVID-19. A lot of our programs normally take place in the spring but didn’t happen because of the pandemic. Our High Notes revenues were excellent despite the event being canceled, partly because there were only a few expenses. The annual appeal also did better than expected despite new tax laws on itemizing deductions. Our cash balance looks higher than it actually is due to some large conduit contributions. Josh asked if there were any questions (no questions) and if not, for a motion to approve the May 31 financials. John 1st, Elizabeth 2nd, all in favor, motion approved.
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| Josh referred everyone to the 2020-21 budget draft which had already been reviewed by the Executive Committee. He stated that we will likely spend more money than we take in as long as schools are open and we can conduct programs. EITC and annual appeal are expected to decrease by approx. 13% and 37% respectively. 10% of grants and 20% of EITC go to overhead. There will likely be a deficit for overhead, but we do have resources to support the budget including carry forward from last year, the CD, unrestricted grants, and gala proceeds. Josh asked if there were any questions on the budget draft (no questions) and if not, a motion to approve. Nancy 1st, Mike 2nd, all in favor, motion approved.  |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
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|  | EXECUTIVE DIRECTOR’S REPORT | sUSAN WILLIAMS |
| Discussion  | Susan presented the rest of the PPT, highlighting the following: |
|  Participation Growth: We reached 10,000+ students in 2018-19 but had a 67.7% drop in participation in 2019-20 due to COVID-19. We need to rebuild. |
| ASDF Mission: It was revised last year. |
| Good Partners: Businesses and individuals really stepped up this year, especially for the gala. |
| Strategic Focus for 2017-21: Six priority areas were determined via community surveys. We’ve had a lot of support. |
| Conduit Giving: Opportunities have grown to assist with other needs in the ASD community. About ½ million has passed through ASDF this past year, and we have not charged for these services. |
| EITC Programs: For the first time, new programs were approved – literacy and civic education. |
| Program Snapshots: See slides for details. A lot of things were canceled due to COVID-19, but we hope to bring them back. |
| Free Summer Reading Materials: Summer Bridge activity books for Gr. 2-3 and Morning Call subscriptions for Gr. 6 & 9. |
| High School Scholarships: 63 awards to 45 graduates. See slide for details. |
| High Notes 2021: Scheduled for March 20, 2021 at Miller Symphony Hall. Coincides w/ DeSales gala date, unfortunately. |
| TIG Program: Signature program of ASDF since the beginning. Big check announcements were made at schools in December. See slides for details. 2019-20 teacher grants will carry into the new school year since a lot of projects could not be completed due to COVID-19. |
| Post-Pandemic Programming Assumptions: See slide for details. We have a Planning & Programming Committee to work on these items. |
| Road Ahead: We need a new strategic plan for 2020-2023 with a work group of 5 to 6 board members to help Susan develop it. (Several board members said they will help: Ellen, Thomas, Rob, Dan, John, Dennis, and Jane.) |
| Achieving a Shared Vision: A committee of at least 3 people, including the chair, is needed for each priority area. See slide for details. |
| How You Can Help: There are many ways for board members to get involved. See slide. |
| Conclusions |  |
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|  | QUESTIONS AND COMMENTS |  |
| Discussion  | Tonya asked if we’re considering a virtual event for the gala if it can’t be held again. Susan said this will be part of our gala planning which starts in November. |
|  Josh pointed out that the gala and the annual appeal are the most important things we do for overhead. |
| Tony commented that most gala donors allowed us to keep their contributions despite the event being canceled which shows a lot of community support. |
| Dan responded that we should have some form of the gala in 2021 to keep the momentum going. |
| Mike stated that a record of 100% board giving is important, especially when going out to other potential funders. Susan responded that the ASDF board has been very giving, contributing about 250% of what has been asked. |
| John congratulated new board member for joining ASDF. |
| Dan asked if there were any other items (none), thanked everyone who helped plan the meeting agenda, and asked for a motion to adjourn. John 1st, Josh 2nd, all in favor, meeting adjourned at 9:22 a.m. Next meeting will be held August 6. |