

## Minutes of Board of Trustees Meeting, Q3

**Date:** September 14, 2019

**Time:** 11:00pm (PST USA) & 2:00pm (EST)

7:00pm (Nigeria) & 8:00pm (Europe)

**Where:** Zoom platform

**Meeting Facilitator & Note Taker:** Ene Taylor

**Attendees:** Alaro Lawson, Eleyeba Bricks, Ene Taylor, Nderiya Harry and Omiete Farrell

**Quorum:** achieved. 5 present. 4 absent.

Meeting was 20 minutes late because we waited for the Assistant Secretary, Ibiba Wariboko to call in. Unfortunately, she did not due to traffic challenges. With the absence of the Secretaries, no one volunteered to take minutes, so, Ene Taylor volunteered.

Agenda items:

Opening Prayer: Nderiya Harry, the chairwoman opened meeting with a short prayer.

### A. Fundraising Gala:

1. Though the fundraising gala was approved in the last board meeting held on June 15, 2019, Ene Taylor asked again if the Foundation should conduct the event.
2. Is the date of May 30, 2020 acceptable?

**Resolution:** unanimous consent by trustees present to conduct event and date is acceptable.

3. Gala fees for members:

Eleyeba suggested linking dues to the event. And members must pay membership dues in order to participate in the event.

Nderiya suggested that members must pay at least N5,000 and non-members N10,000. Alaro asked if gala fees could be applied to membership dues?

**Resolution:** this issue was debated extensively. However, no resolution was made. But all trustees agreed that gala fees must be paid.

4. Creation of donor lists: Ene informed the trustees present that generating this list is very critical, and that trustees should start submitting names. She also stated that the fundraising committee as already compiled over 50 names. She tasked the trustees present with a deadline of Friday, September 20th to submit their donor names as introductory letter was in the process of being finalized.

**Resolution:** unanimous consent.

5. Introductory letter: Ene again informed the trustees on the need and introductory content of the letter, with the inclusion of the donor representative's name in the letter. Doing so, she explained will create credibility. Upon completion, Ene will send the letter via Foundation's email to the alumni representative who will in turn send to the donor. Letters will also be printed out and hand delivered in an envelope where necessary. In the discussion, Nderiya suggested that all letters be sent from one source, the Foundation's email address directly to the donor for a professional look. Ene agreed with the professional look aspect but that sending it directly may pose a problem. Omiete stated that prospects might not open an email if they are not familiar with the sender. Additionally, she's more comfortable with her sending the mails directly to her donor contacts.

**Resolution:** email will be sent both ways. Some emails will be sent to donor's alumni representative who will in turn send to donors directly. The others will be sent directly to donors with a 'bcc' to the alumni representative. Donor's representatives will also send letters directly to their donors in an envelope.

6. Gala colors: different colors were suggested from blue, maroon, pink, silver and white. Ene suggested that we stay with colors that the school ended with like pink and white with a gold accent. Alaro recommended maroon, as it was the color used for outing uniform. Item was debated extensively. Colors are part of Foundation's brand.

**Resolution:** Alaro to create a workable color combo with a brand identity in mind.

7. Theme of the gala: Ene informed the trustees that the theme is one of the most important component of the gala, so, trustees should take some time to seriously ponder on this. She cited the working theme, 'Girl, you're empowered'. The theme should set the stage for launching the Foundation and gala activities.

**Resolution:** unanimous consent. Trustees will post their ideas on the platform.

**B. The membership report:**

1. Membership drive. The Membership Committee chair, Alaro Lawson apprised the board that membership drive outlook is dismal and disappointing. 20 ladies paid 15k (2019 full membership), 2 ladies paid 10k for two quarters (Q3/Q4, 2019), and 6 ladies paid 5k for one quarter (Q4)...creating a total active membership of 28. Ene asked, 'what do we do to bring people on board?'

**Resolution:** The consensus was that many people are interested but, they're taking a 'wait and see' approach. If there is a tangible accomplishment they will come onboard.

2. Printing membership card. This issue was vigorously discussed again due to the complexity of the proposed content. Nderiya recommend that the cards be printed next year in 2020. Alaro suggested that the year of active membership should be indicated on the card. Omiete asked what would happen if an active member in one year becomes inactive in another year?

**Resolution:** There was a consensus to print card every year because not everyone will renew membership.

**C. Matters Arising:** Ene stated that this is the last time she will take notes. In the future, meeting should be postponed if both secretaries are not available. She cited the difficulty in taking notes as well as moderating the meeting at the same time. She also stated that the meetings are too long and the need to keep things short. As trustees, we all need to begin to step up and give a little of our time. Additionally, the board is supposed to know our financial standing at every meeting. Unfortunately, the board doesn't know thereby making it difficult to make certain decisions. This needs to change for the Foundation to be effective.

**Adjournment:** Meeting adjourned after two hours of deliberation.