

Agenda: Development Committee Meeting

Conference Room: Atlanta Classical Academy

3260 Northside Drive, Atlanta, GA 30327

March 31, 2015 @ 11 am



ATLANTA
CLASSICAL ACADEMY

Agenda Item	Action	Member(s)
I. Call to Order		· Committee ·
II. Opening Items <ul style="list-style-type: none">• Approve the Minutes• Welcome new members		· Franklin
III. Launching a Classic Campaign <ul style="list-style-type: none">• Status and Close out calendar• Naming opportunities• Campaign Celebration• Picnic		· Franklin · Franklin · Franklin · Lambert ·
IV. Updates <ul style="list-style-type: none">• Review Development Charter• Capital Campaign Research• Donor Management Software		· Franklin · Kirby · Kirby
V. New Business <ul style="list-style-type: none">• 2015-2016 Strategy		
VI. Community Comments		
VII. Adjourn		

Board / Committee Meeting Procedures: The Board invites and welcomes your attendance at its meetings. In order to maintain focus on business in a timely manner, the following procedures must be followed.

Community Comments: Before the beginning of the meeting, members of the community are welcomed to sign up to address the Board. Comments will be limited to 2 minutes during the allocated time of the meeting. To assure the accurate representation of the comments in the minutes and to help the board respond clearly, these comments must also be submitted in writing.

Comments of Agenda Items: If a non-board member would like to make a comment, offer information, or pose a question, they should raise a hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Chairman.



ATLANTA CLASSICAL ACADEMY

Draft

Meeting Minutes: February 5, 2015

The inaugural meeting of the Development Committee of Northside Education Inc. dba Atlanta Classical Academy was held on February 5, 2015 at 9:30am at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327.

In attendance: Matthew Kirby, Morgan Hamilton, Dudley Franklin, Assistant Principal Steve Lambert

Motion to adopt the agenda

Moved: Dudley Franklin

Vote: Unanimous

Reports

The chairperson of the Development Committee made a report to the Board regarding Launching a Classic campaign status, including status of car magnets, the event on February 26 for donors of \$5,000 or more.

New Business

The committee discussed the committee charter and chain of command for various types of fundraising, however no motions were presented.

Community Comments

There were no community members present.

The meeting adjourned at approx. 11a.m.

Respectfully submitted by Dudley Franklin, Development Chair.

Development Committee Charter

Role

The role of the Development Committee (“Committee”) is to oversee the fundraising activities of the Corporation.

Membership

The membership of the Committee will consist of at least three Directors. The Committee may include members who are not Directors, ~~but such members will serve in a non-voting capacity.~~ Members of the Committee will be nominated, approved and/or replaced in conformity with the procedures defined in the Bylaws of the Corporation.

Operations

The Committee will meet at least two times a year. Additional meetings may occur as the Committee or its Chair deems advisable. The Committee will be governed by the same rules regarding meetings, minutes, action without meetings, notice, waiver of notice, and quorum and voting requirements as are defined in the Bylaws of the Corporation. The Committee is authorized and empowered to adopt its own rules of procedure provided they are consistent with (a) any provision hereof, (b) any provision of the Bylaws of the Corporation, and/or (c) the laws of the state of Georgia.

Authority

The Committee will have the resources and authority necessary to discharge its duties and responsibilities.

The Committee may form and delegate authority to subcommittees and may delegate authority to one or more designated members of the Committee.

Responsibilities

The principal responsibilities and functions of the Committee are as follows:

1. Review and provide guidance to the Board and ~~Administration management about~~ with regard to the following:
 - Preparing, approving and executing an annual fundraising plan, as required;
 - Coordinating the participation of Directors and others in annual fundraising activities;
 - Planning and participating in all development and related outreach activities;
 - Facilitating the continuing cultivation of friends and patrons of the Corporation;
 - Ensuring that accurate and secure giving records and related data bases and mailing lists are maintained by the Corporation;
 - Any other issues assigned by the Board to the Committee.
2. Regularly review and make recommendations about changes to the charter of the Committee.
3. After consulting with the Chair of the Board and the Executive Director, obtain or perform a periodic evaluation of the Committee's performance and make applicable recommendations.