

# Teaching Self Sufficiency through Education Board Meeting Minutes

(These minutes are limited in context due to the absence of a dedicated secretary.)

SPECIAL BOARD MEETING)

Teaching Self Sufficiency through Education

Date: 06/12/2021

Time: 11:00 am

Location: Via Zoom

ATTENDANCE:

Board Members Present: William Ray (Chair), Tiffany Joy (Executive Director), Serena Vandenberg (Board Member), Ashley Temm (Board Member), Paula Woods (Executive Secretary) & Nikhil Rao (Secretary)

Board Members Present via phone/virtual: None

Absent: Pranav Giridhar

Staff Present: None

Guests: Rochelle Cosby

CALL TO ORDER

A meeting of the Board of Directors of the Teaching Self Sufficiency through Education was duly called on Saturday, June 12<sup>th</sup> at 11:01am, Board Chair called the meeting to order.

Introduction: The Board did a round of introductions as some members had not been introduced. Included in the introductions was Paula Woods, Executive Secretary, and some of her many duties and the Board Chair listed a few of them.

<sup>(1)</sup> After the Board Chair called the meeting to Order. The Executive Director then introduced the board to our guest: Rochelle Cosby, a Grant Writer. The statement of need was finished, and she gave a summary of our grant proposal indicating some of the key strengths we have so far and has a target time at the end of the year for our grant proposal to be completely finished. Additionally, Board Member, Serena Vandenberg created a spreadsheet with a list/table containing potential funding opportunities.

<sup>(2)</sup> The Executive Director asked the board for any questions or input on the recap of our last Board meeting on May 15, 2021. Board Members Serena Vandenberg and Ashley Temm, Executive Secretary Paula Woods and Board Secretary Nikhil Rao had no questions, additional input, or comments on the last meetings' minutes. There was a call for a vote to approve the minutes from the March 20, 2021, and May 15, 2021, Board meetings and accept into the Official Records for TSE, since all of the Board was present. Tiffany (Executive Director) motioned to accept March 20, 2021, minutes, and Paula (Executive Secretary) second the motion. Ashley motioned to accept the May 15, 2021, minutes, and Nikhil second the motion. There was a unanimous Vote by the board to

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accept both the March 20<sup>th</sup> and May 12<sup>th</sup> minutes into the Official Records for TSE, as there were no disagreements (abstentions).

(3) Board Chair asked the Executive Director to brief the Full Board on Adoption of the Bylaws. The Executive Director began the review of TSE Bylaws. There was no input or concerns about the TSE Bylaws when the Executive Director asked the Board. Both Board member Serena Vandenberg motioned to accept, and the Executive Director seconded the motion to adapt the TSE Bylaws. There was a unanimous Vote by the Board on the adoption of the new revised bylaws for TSE.

(4) The Executive Director moved (Board Chair concluded Board Business on the discussion concerning Board Member, Pranav Giridhar). The Executive Director (Board Chair mentioned that Pranav has decided previously explained that juggling College and the Board responsibilities was more than he anticipated. He decided to take resend his Board membership from the TSE and concentrate on his college career. We wish him well). Therefore, the Board called a vote on whether to remove Pranav, and/or look for a new member to fill in his spot. Board Member Ashley Temm mentioned that it would be great if we had more hands to help with the cause at hand, rather than keeping an empty spot. Board Member Serena Vandenberg additionally mentioned that there is no rush for the new person to come join our team. There was a unanimous vote in agreement to remove Pranav Giridhar from the Board, and look for a replacement over time

(5) The Executive Director then discussed and added additional input on the recap of John's presentation about improving our website from our last meeting. The Executive Director went on to summarize how John created our web design profile and asked both Board Member Ashley Temm and Executive Secretary Paula Woods if they can give input on things they liked about certain websites or websites that come in mind they would like to send as templates for the TSE website, since they were not present in the last Board meeting. From there, the Executive Director pointed out that it can be taken to a designer and coder to complete the project and we are looking at graduate students seeking to volunteer and help us complete this task. It was also noted that it is going to take about a couple of months before the website all comes together, in its final, professional form.

(6) The Executive Director began discussing the OLC Grant to the Board and indicated that it was submitted and approved \$2,000 for the proposed summer activities that TSE will be doing. Some of the workshops/activities that could not be run this summer, will be run this fall or even next summer. The workshops that the Grant was submitted for include Little Authors, Little Readers, and the Literacy Fair. Board Chair William asked input on a letter of acceptance thanking OLC for the grant of \$2,000 that they gave us.

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Board Member Serena Vandenberg indicated that she has a template that TSE can use to proceed with the thank you letter to OLC.

<sup>(7)</sup> The Executive Director pointed out that the proposed timed dates that the workshops should run by is from June 21 - August 2, having at least 8 members for 2 hours a week. Board Members Serena Vandenberg and Ashley Temm indicated that it might be better to give a \$20 incentive per week (\$10 a class) for the Little Authors program, and also mentioned that a physical gift containing materials for example should be sent out to the kids instead of them having to buy it themselves. The Executive Director and Board Member Serena Vandenberg make and second the motion for the 6-week range of the program, at least 8 members for 2 hours/week, and a gift at the end. A unanimous vote (everyone said "I") was placed into the Official Records of TSE for the summary of the workshop plans during the summer.

<sup>(8)</sup> The Executive Director then moved on to discuss potential grants TSE may be eligible for. The spreadsheet made by Board Member Serena Vandenberg included all the necessary information with dates to apply and deadlines for grants. One of the grants the Executive Director researched and pertained to the Board was the CHEJ Grant. It was specified that TSE was tier 1 and plans on using the grant fund were suggested on membership outreach, board development, meeting to develop organized & strategic planning, and educational activities. Two of these things that the grant funds will be mainly focused on include the membership outreach and board development. The deadline for the CHEJ Grant application was on 6/25/21 (and was further submitted by the Executive Director). Another grant that the Executive Director talked about was the Community Assist Grant by the San Jose Sharks (aka Shark Foundation Grant). Some of the things this grant can be used for after school, mentorship, and reading programs. The funds that come from this grant could be utilized for after school services for TSE that can begin as early as fall. The deadline for the Shark Foundation Grant was on 6/18/21 (and was further submitted by the Executive Director). Board Member Serena Vandenberg indicated that she found 3 organizations (California Humanities, Clorox, and Morris Stulsaft Foundation) based in Oakland, California that TSE should call and decide if the opportunities are a good fit for the organization. A vote was conducted for both approving the CHEJ and the Community Assist Grant into the Official Records for TSE. The Executive Director made a motion and Board Member Ashley Temm made a second motion to apply to the CHEJ and Shark Foundation Grant. There was a unanimous vote (everyone said "I"), and it was placed into the Official Records of TSE.

<sup>(9)</sup> The Board Chair asked the board if there are any questions or concerns before closing this meeting. There were no questions or concerns from the board. Hearing none the next Board meeting was scheduled for July 17th at 11am.

The Board Chair closed the Board meeting for June 12, 2021. The meeting was adjourned at 12:28pm.