



EDUCATE | ENGAGE | EMPOWER

**Peter Paul**  
**1708 N. 22<sup>nd</sup> Street, Richmond, VA 23223**  
**Zoom Conference Call**  
**Tuesday, June 23rd, 2020 at 8:30 a.m.**

**According to Peter Paul's Board by-laws, notice of the meeting was provided by Damon Jiggetts, Executive Director, in May 2020. Mark Franko, Board Chair, presided over the meeting. A quorum was reached.**

**I. Opening Prayer/Welcome**

The meeting commenced at 8:35 a.m. In attendance were board members Jessica Brooks, Joy Brown, Christa Coleman, Mary Doswell, Mark Franko, Hal Greer, Pat Hanley, Nancy Harrison, Jershon Jones, Laura Lafayette, Scott Mayo, Chris Moore, Hillary Parkhouse, Renee Robinson, Missy Reynolds, and Andrew Terry. Also in attendance were Peter Paul staff members Lamont Bagby, Stephanie Bassett, Carolyn Champion, Damon Jiggetts, Michelle Williams, Kim Young, and Sarah Young. Mark began the meeting and Andrew gave the opening prayer.

**II. Approval of Minutes**

Hal Greer motioned to approve May meeting minutes. Nancy seconded and all voted in favor, there were no votes against; the motion carried.

**III. Executive Director Report - Damon Jiggetts**

- Began by acknowledging that today would be founder John Coleman's 88th birthday.
- Reflecting on how this has been a tough year for our country and Peter Paul, Damon encouraged us to see this moment as an opportunity to rally around those we serve, and work to further the third tenet of our purpose statement to empower the community. This is also an opportunity to further build relationships with our partners as we go deep on advocacy.
- As a team, we need to think about: "How do we exist as Peter Paul? How do we show up as advocates and build advocacy among our community? What does advocacy mean for us?"
- We are excited about the work the Family and Community Engagement and Education teams are doing to work together to empower our community and ensure that our children and families are taken care of this summer.
- This summer will be different than others we have had, which will present challenges but also opportunities for us to gain new funding opportunities, new partnerships, and collaborations with new individuals in our area.
- This summer we will operate a virtual summer program; this decision was made with consideration of protecting staff, as well as our students and their families.
- Our funders understand that we are faced with difficult decisions, and say they will support us as we strive to make the best decisions for our students.
- This is a time for us to move beyond academics and expand on the word "educate", and support our children/families with navigating life in this current context.

#### IV. Program Updates

- **Education updates, Dr. Bassett:**

- Theme for the summer: “Peter Paul Strong”. The summer program will run July 6th- August 14<sup>th</sup>, with daily education livestreams and Family and Community Engagement activities on Tuesdays and Fridays.
- Students and families will be able to interact with staff in real time.
- Each week will be centered on a different theme around strength: Physical strength, community and social strength, mental strength (health and wellness), economic strength, historical strength, and academic strength (prep for returning to school in the fall).
- We will be letting families know through robo-calls (students who are enrolled in the program as well as summer only participants will be called). We will also be calling families regularly to check in with how their kids are doing with virtual learning and will adapt as necessary.
- We will have community partnerships/vendors to help provide content to the virtual platform (ex: Valentine Museum, civic associations, Fit4Kids, etc.).
- Academic sessions will be posted on Peter Paul’s website after livestream is concluded.
- The number of students who can participate is unlimited; we will capture participation numbers through the online platform.
- To address likely Zoom/virtual learning fatigue, we will also have “hangouts” for students to talk with their friends in an informal setting and give us feedback on our programming.
- RPS will continue to administer MAPs testing, and fall tests will be shared with Peter Paul that will provide us with information on where students are academically after being home during this time.

- **Family and Community Engagement updates, Kim Young:**

- Peter Paul-specific

- Parent and Caregiver Hangouts- we had a consistent show of support with 112 total participants (not unduplicated). The majority of people who attended were prospective Peter Paul families. We were able to take that opportunity to share information on what Peter Paul does and how we can support them, so this venue may also help recruitment efforts.
- We are considering another mass mailing of gift cards because we still have \$6,000 in Market at 25<sup>th</sup> gift cards to disseminate.
- We are still doing community food distributions that happen twice a month and attendance has fluctuated; have seen numbers go up and down over the last few weeks.
- The dinner and discussion series has been very successful; we had a total of 39 participants so far, and will be picking this back up in the summer.
- Session A of the “Do Police Belong in our Schools” forum hosted on June 17<sup>th</sup> also had a positive response. There were about 28 participants. Session B is happening on June 24<sup>th</sup>. The general consensus is that parents and caregivers want their students to feel safe and respected in school, regardless of whether police are present or not. The goal of these sessions is to provide an open space to listen and share; Peter Paul is providing the venue for these conversations.

- Community Partnerships

- Our Rights Matter campaign- conducted in partnership with Legal Aid Justice Center and Rise for Youth. This campaign launched on June 18<sup>th</sup>. The mission of the campaign is to educate, engage, and empower youth and young adults on what to do when they interact with law enforcement.
- The Giving Wall- we currently have a partnership with The Giving Wall to support the Peter Paul community. So far, we have put up 3 posts and they have all been resolved within 24 hours each time. We will continue to work to spread the news to our community about this resource.

#### V. Committee Reports

- Services Committee

- Christa Coleman walked through a draft of the Peter Paul virtual manual that the committee created. The manual will not be public, but we can provide it to partners we want to share it with and utilize it as a program and development tool.
- We will continue to seek potential funding for the project, which is estimated to be \$20,000 for phase one.
- We plan to add in a section for “Response” that would include information about the programming we are implementing now in response to COVID-19 and social changes.
- Strategy Committee
  - Short term activities include working with Services committee on the manual.
  - Long term activities include developing a framework for responsibilities of Executive Director and board, revamping the budget process, assessing strategy to make sure the board is behind the advocacy work of the organization, and defining what advocacy means.
  - As a next step, the strategy committee will schedule time to start this advocacy work.
  - Embracing our advocacy role may be a funding opportunity for Peter Paul as well. In particular, the Richmond Memorial Health Foundation is partnering with Peter Paul on the HEAL Initiative (at \$40,000 per year). In addition, the Community Foundation will also be starting a “Social Justice” fund for organizations to access in the near future.
- Development Committee
  - We have exceeded our revenue goals for FY20.
  - There are still NAP credits remaining, so board members are encouraged to use them and continue to share this with their networks.
  - Individual giving has increased tremendously, which we attribute in large part to the board challenge. This opportunity to have one’s gift doubled seemed to motivate individual givers to make this the most successful spring appeal yet.
  - To create the FY21 revenue budget, the development team and committee started with a historical “best case” scenario for revenue, and then applied line-by-line discounts based on best practices and advice from trusted sources and historical data from Peter Paul.
  - Board members were asked to sign up to write 5-7 thank you postcards to spring appeal donors as a special stewardship activity.
- Finance Committee
  - The FY20 budget was analyzed quarter—by-quarter, which indicated steady progress against the large deficit that existed in Q1 and Q2.
  - There is a level of uncertainty for next year due to COVID-19. We are expecting a declining economy in the first two quarters of the year, but are hoping the economy will pick up in the 3rd quarter of FY21. We also anticipate receiving full loan forgiveness in the first half of the year.
  - With in-person programming at Peter Paul likely starting at the end of October/beginning of November, we will need to monitor our expenses much more closely.
  - Budget key assumptions: most of part-time staff will be laid off by June 30<sup>th</sup> (we only need 6-8 teachers for virtual summer programming), virtual After School Academy for the first 9 weeks of school year, return to in-person programming at 4 sites instead of 5 for the remainder of the school year, a maximum of 10 students per classroom for 21 classrooms, which equals a maximum capacity of 210 students.
  - Nancy Harrison motioned to approve the FY21 budget, Pat Hanley seconded and all voted in favor, there were no votes against; the motion carried.
- Sustainability Committee
  - Recognition of departing board members. Mark thanked the board members that are cycling off, including Nancy Harrison, Jershon Jones, and Patte Koval. We also recognize Andrew Terry, who is moving to Texas and will cycle off the board.
  - Three new board members are presented for election: Charlotte McGhee, Tyrone Payton, and Tom Watson. Nancy Harrison motioned to elect these three new board members to join

immediately. Jessica Brown seconded and all voted in favor, there were no votes against; the motion carried.

**VI. Executive Session**

The board adjourned to an executive session at 10:30 a.m.

**VII. Return to Open Session**

The board returned to open session. Hal Greer moved that the terms of the current officers and executive committee members, and their terms as Board members, as necessary, be extended through July 31, 2020 for the purpose of giving the Board additional time to consider, nominate, and elect the officers for the 2020-2021 fiscal year. Nancy Harrison seconded and all voted in favor, there were no votes against; the motion carried. **Next meeting: Our next meeting is scheduled for Tuesday, September 22<sup>nd</sup> at 8:30 a.m.**

Respectfully submitted: Michelle Williams

Secretary: \_\_\_\_\_  
Hal Greer, Board Secretary