



EDUCATE | ENGAGE | EMPOWER

Peter Paul
1708 N. 22nd Street, Richmond, VA 23223
Zoom Conference Call
November 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 October 2020. Mary Doswell, Board Chair, presided over the meeting. A quorum was reached.

I. Opening Prayer/Welcome

The meeting commenced at 8:33 a.m. In attendance were board members Jessica Brooks, Joy Brown, Christa Coleman, Tamika Daniels, Mary Doswell, Mark Franko, Hal Greer, Pat Hanley, Laura Lafayette, Scott Mayo, Charlotte McGee, Benita Miller, Chris Moore, Hillary Parkhouse, Tyrone Payton, Renee Robinson, and Tom Watson. Also in attendance were Peter Paul staff members Lamont Bagby, Stephanie Bassett, Carolyn Champion, Damon Jiggetts, Michelle Williams, Kim Young, and Sarah Young. Development consultant Maureen Neal was also in attendance. Mary began the meeting and gave the opening prayer.

II. Approval of Minutes

Patrick Hanley motioned to approve the September meeting minutes. Chris Moore seconded, and all voted in favor, there were no votes against; the motion carried.

III. Executive Director Report - Damon Jiggetts

- Chris Moore received the Spirit of Philanthropy award from the Association of Fundraising Professionals last week; an acknowledgement of his deep commitment to the community.
- Peter Paul is exploring moving to a database called City Span for data management support to inform our decision making and quality metrics. The goal is to use the same database as other afterschool providers in the Out-of-School-Time Coalition; more information will be shared with the board as available.
- Emphasized importance of hiring data manager position to support with measuring COVID impact in East End community and Peter Paul's programming metrics.

IV. Program Updates

• Operational Updates - Lamont Bagby

- Peter Paul will begin providing transportation for up to 20 students beginning December 1st for families that are struggling to get their students to and from the facilitated learning center at MLK. Peter Paul will be using 2 bus drivers for this, (neither are new hires). Each bus will have 7-10 students. Each student will have their temperature checked upon entering the bus.
- Peter Paul is in contact with the city and school board regarding the future of the MLK Program. The school board meets on December 7th to vote on continuing emergency childcare services.
- Peter Paul has also been consulting with Dr. Avula about COVID safety measures at MLK.
- Current CARES act funding will not roll over into the new school year. Therefore, RPS will be looking for a new pocket of money to access for emergency childcare services such as MLK for next year.

- If RPS decides to close schools completely for the rest of the school year, Peter Paul hopes to open Coleman Center for services during the day. If RPS decides to have a hybrid-type program, Peter Paul plans to open the Coleman Center for after school programming again.
- **Education updates - Dr. Bassett:**
 - The After School Academy continues in a virtual capacity Monday, Tuesday, and Thursday from 4:00pm-6:00pm. The MLK program is open 9:00am-6:00pm. There are two staff shifts at MLK: morning and afternoon.
 - There are 71 students registered at MLK and 36 who are actively attending (There is potential for 20 additional students once transportation is up and running).
 - All students, (virtual or at MLK), benefit from the enrichment activities that Peter Paul teachers and community partners are providing in collaboration.
 - Enrollment continues to steadily rise as word of mouth spread about the value of the program.
 - The MLK Program has 2 nurses on staff from staffing agencies.
 - There are some students in attendance at MLK with IEPs. Those students may have small virtual groups, or 1 on 1 sessions with RPS special education teachers throughout the day at MLK. Peter Paul teachers ensure those students log on for their special sessions.
- **Family and Community Engagement updates - Kim Young:**
 - The FCE team just finished up another 9 weeks of programs including parent and caregiver hangouts, dinner and discussions, and Info Feasts.
 - The Z-LIFE program currently has 9 individuals enrolled. One person has already obtained employment as a security guard.
 - Peter Paul continues to support families by connecting them to the Giving Wall. There has been an increase in utilization of this resource.
 - Last week, staff delivered more than 130 Thanksgiving boxes with gift cards to East End families in need.
 - The Christmas Angel program will be distributing \$100 visa gift cards to families this holiday season instead of purchasing gifts as done in previous years. Families will be able to use these gift cards however they need.

V. Committee Reports

*Each committee shared new committee charters

- Development Committee
 - Suggested edit to the development committee charter to remove language about being “donor-centric.”
 - The winning team of Markel Corporation’s charity tournament (part of Dominion Energy’s Charity Classic) chose Peter Paul as the beneficiary of the \$10,000 cash prize.
 - Kevin Sutherland’s family will be setting up a memorial fund for Peter Paul’s Family and Community engagement activities in honor of his recently deceased mother.
 - Utilization of NAP credits has about doubled compared to where they were last year. There is a lot more interest in the usage of these as a result of targeted communications.
 - Foundation and individual giving have been really strong so far this fiscal year.
 - A couple of foundation highlights include new funding from the Massey Foundation, and a \$15,000 grant from the Virginia Sargeant Reynolds Foundations, which has not awarded funds to Peter Paul since 2017.
 - Regarding individuals, there are several new individual donors at the \$25,000 level. This may be due to increased stewardship of donors this year including thank yous and follow-ups.
 - There is some softness in the corporate giving as anticipated this year, hence a conservative budgeting process for this line item.
 - Two Lunch and Lean-In events have been hosted so far. One was on family engagement, and one was on different giving options. The second session was recorded and will be distributed.

- The Fall appeal letter is ready to distribute. Board members are encouraged to reach out to development team to schedule a time to stop by Peter Paul and sign letters.
- Finance Committee
 - Revenue has been strong for the first half of the year.
 - Peter Paul have been under budget in personnel and program expenses, due in large part to virtual programming.
 - The audit is in progress and an update should be available by mid-December.
 - The loan forgiveness application for the PPP loan is also in progress.
- Advocacy Committee
 - Advocacy charter continues to be under review. A finalized version will be sent out once all edits are completed.
- Strategy Committee
 - Emphasis on creating a process for staff to collaborate with strategy committee on making decisions, and on tracking progress at Peter Paul broadly and within each committee.
 - These changes should help streamline communications and speed up the decision-making process.
- Governance and Personnel Committee
 - The Executive Director 360 has been completed.
 - The Board 360 is in progress. A self-assessment survey will be sent out to the board next week.
 - Tyrone Payton or Damon Jiggetts will be sending out conflict of interest statements to the board to be signed.
- Services Committee
 - The committee continues to document and refine the model for quality management and replication.
 - The committee will request the Executive Committee to approve any programmatic matters that require expeditions handling prior to normal full board approval.

VI. Executive Session

The board adjourned to an executive session at 10:03a.m.

Next meeting: Our next meeting is scheduled for Tuesday, January 26th at 8:30am

Respectfully submitted: Michelle Williams

Secretary: _____
Hal Greer, Board Secretary