



EDUCATE | ENGAGE | EMPOWER

Peter Paul
1708 N. 22nd Street, Richmond, VA 23223
Zoom Conference Call
Tuesday, September 22nd, 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 August 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, Mary Doswell, Mark Franko, Hal Greer, Pat Hanley, Laura Lafayette, Scott Mayo, Charlotte McGee, Chris Moore, Hillary Parkhouse, and Tyrone Payton 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 Damon gave the opening prayer.

II. Approval of Minutes

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

III. Executive Director Report - Damon Jiggetts

- In light of our current environment, it is most relevant to focus on goals 2, 3, and 4, of our current strategic plan, which focus on how we go about engaging and empowering the community.
- Shared the "Elevator Speech" created by staff on the staff retreat that was held in January, which provides good talking points and summarizes our approach to education, engagement, and empowerment.
- Peter Paul leadership created a list of organizational priorities to guide our current work.

IV. Program Updates

• **Operational Updates - Lamont Bagby**

- Emphasized that up until this point, we have been focusing on helping support other community programs that offer direct services. We are now looking to focus more on our own programming and formulate our own direct services.
- The RPS School board has asked Peter Paul to be one of the community partners to host an in-person learning support program at MLK middle school. They are still working on an MOU.
- We are working on getting funding to provide tablets to Peter Paul's seniors in the senior program to help they stay engaged with each other and access virtual opportunities.

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

- Yesterday was the first day of virtual after school programming of which 22 students are currently enrolled. There are two grade levels per Zoom classroom (and per teacher).

- We have a few children enrolled who have not been Peter Paul students in the past.
 - Teachers are in constant contact with parents and families to ensure they have all the resources they need to participate.
 - We sent out automated texts and robocalls about the program to over 500 families who have been involved with Peter Paul in some way.
 - The after-school program will focus on academic lessons around reading and math on Monday, Tuesday, and Thursday from 4-6 pm. On Wednesdays and Fridays, lessons are focused on enrichment activities. The Wednesday program is held from 2-6 pm in response to RPS being a half-day on those days.
 - We have partnered with a few community organizations to put on the enrichment activities.
 - We were very cognizant of the fact that students will be in front of the computer all day; therefore, all enrichment activities will be “hands-on”: science experiments, yoga, etc. There are 30 minutes built-in for “structure-free” time on Wednesdays for students to talk and engage with each other.
 - The teachers working in the virtual setting will not transition to the MLK in-person support.
 - There is an interest from former Peter Paul teaching assistants to work in the MLK program. Additionally, a few of our community partners are interested in giving enrichment lessons in-person.
 - Plans for MLK have not been finalized and we have not yet signed an MOU, but if we move forward, we would host about 100 students. We will need most of, if not all, funding secured before agreeing; it is likely that the city will provide this funding.
- **Family and Community Engagement updates - Kim Young:**
 - The Z-LIFE program is new at Peter Paul; this is a partnership with the Office of Community Wealth Building and is funded through the City. This program is to support Generation Z with sustainable employment. We have hired a workforce navigator, Sam Brown, who is leading this program.
 - Another emerging program is the HEAL (Health Equity Action Leaders) initiative; a program to help us identify and cultivate community leaders and help empower them to create change in their communities.
 - Volunteer Services is now under Family and Community Engagement; Michael Bledsoe, volunteer manager, is working on the tutoring services which is set to begin in October.
 - There was a recent supply bag drive with a local Omega Psi Phi chapter last week: supply bags included snacks and school supplies that volunteer services organized and disseminated to students in the neighborhood.
 - Parent and caregiver hangouts are continuing. The FCE team is working on structuring these a bit more to support parents with their students while also disseminating resources.
 - A few board members emphasized the importance of messaging around the FCE’s initiatives, which will be an important area of focus this year.
 - Mary stated that the board is willing to help with metrics in this area.
 - At this time, we are not likely to move forward with providing support to community pods, as these don’t seem to be gaining traction, and = we have a number of our own initiatives and programs to focus on.

V. Committee Reports

- Development Committee
 - Kim Young began by sharing a “mission moment”: Sherika Chew (family engagement coordinator), was supporting a family who was experiencing houselessness. The Giving Wall and a local rotary club supported Sherika with helping the family stay at a hotel for a few days, and then transition to an apartment. The family also received support with resources for the home as well as food. Kim emphasized that it took over a month for the family to open up about their

circumstances, but the FCE team continued to work with them. The FCE team is proud of the work they have done to support this family, and this type of story is a testament to what fundraising enables Peter Paul to do.

- Began with a quick overview of the FY21 budget process, which consisted of a careful line-by-line analysis, taking into account donor fatigue, an economic recession, advice from experts, and historical trends.
- Focuses for this year include planned giving and the bridge-building society, utilizing NAP credits early in the year, and stewardship (one donor went from donating \$2,500 to \$22,000- a direct reflection of the stewardship activities being done by the development staff and the board.)
- We are tracking on budget with our revenue at this point in the fiscal year.
- Foundations is an area where we are hoping to have some stretch this year. Noted that \$30,000 was donated to Peter Paul by a new foundation.
- We will be continuing with individual board giving plans this year. Board members are encouraged to sign up for a meeting to schedule their development planning.
- We plan to host a “Lunch & Lean-In” series for major donors to keep them engaged in what Peter Paul is doing, and to replace the “Lunch & Learns”. A survey will go out this week to gauge donor interest on an array of topics.
- Finance Committee
 - A review of revenue and expenses budget reveals we are ahead of where we were last year and are doing significantly better.
 - Emphasized that we need to reach more families to encourage participation in our programs.
- Governance and Personnel
 - This committee is working on a “360” for the executive director role, and a self-assessment form for board members. That will be completed by the end of this week and will be sent out to the board via a survey.
- Services
 - This committee will be working on metrics and on how to measure and evaluate impact this year, as Peter Paul’s traditional impact measures may no longer be relevant.
 - There will be overlap between services and development on impact tracking.
- Strategy

The first strategy committee of the school year will be held within the next few weeks. The goal of this meeting is to identify what the strategy team’s mission will be.
- Advocacy
 - This committee is new for Peter Paul; the first meeting consisted of a discussion on what policy areas we can lend our voice to. Some thoughts: Peter Paul providing reading materials about current issues and being a convener of community meetings.
 - We are working through what advocacy issues will be prioritized and how we will handle them.
 - We are also working on a white paper that will provide a blueprint and parameters for the kind of advocacy issues we will give our attention to.
 - The advocacy committee will work as a sounding board for Damon and staff if they are asked to speak on certain issues that come up.

VI. Executive Session

The board adjourned to an executive session at 10:05 a.m.

Next meeting: Our next meeting is scheduled for Tuesday, November 24th at 8:30 a.m.

Respectfully submitted: Michelle Williams

Secretary: _____

Hal Greer, Board Secretary