

Advisory Board Meeting Minutes for April 23, 2018

Present: Polly Barton, Aisha Basith, Christa Spates-Bell, Amanda Campbell, Abbey Cook, Colleen DiGiallorardo, Laura Gleissner, Arun Karumanchi, Richole Ogburn, Jay Scholl, Joshua Smith, Rebecca Herz.

Absent: Emily Cahill, Lisa Vondale, and Jaña Stevens.

Minutes prepared by Wendy Ferguson.

Review of Minutes: March minutes were approved with no corrections.

Treasurer's Report: Report is currently being switched to a quarterly report. Next report will be presented in June.

Special Presentation by the Community Learning School:

Work was undertaken by the students on the behalf of the PlayHouse in order to create an advancement/development strategy for the PlayHouse and the results were presented today to the Board.

The group researched and created the following tools for the PlayHouse:

- Job Description for a Fundraising & Development Coordinator Position.
 - This will be a part-time position of 10-15 hours per week.
 - Job is currently posted online.
- Events & Activities Calendar.
 - Highlights marketing opportunities to support development efforts.
 - Streamline fundraising activities.
- Corporate Donor Profiles.
 - List of Companies whose philanthropic priorities align with the PlayHouse's mission.
 - Suggestions on ways the relationships may be leveraged to provide the greatest benefit.

Director's Report:

- A draft of the 2017 Impact Report was shared. Feedback is welcome and the design draft will soon be sent out to Board members for their input.
- An architectural student will spend the summer at the PlayHouse as an intern. They will look at space/exhibit use and prepare a report which will be presented in July. Board member, Jay Scholl will be collaborating on this project as well.
- The Discovery Museum in Normal, Illinois has been contacted about scheduling a visit for the PlayHouse Board Members. Potential dates are currently being determined.

Peoria Park District Report:

- Strategic planning continues to progress. Action steps are being implemented.

Board Chair Report:

- Thank you to Aisha Basith for her work behind the scenes at the PlayHouse.
- Board will help coordinate the snack program for the Kindergarten Readiness program taking place this summer.
- Aisha Basith will chair this effort.

Nominating Committee:

- Richole Ogburn will be leaving the Board in July.
- Committee and Director Herz have been interviewing prospective new board members.
- Committee recommended Christina Dean as a new board member.
- Board voted to approve Christina Dean's nomination. She will be invited to the June meeting.
- More recommendations for the vacant board positions are anticipated soon.
- An orientation will be held for new board members in July.
- Further policies and procedures are being formulated.

Events:

- Co-chairs for 2019 HopScotch have been identified. Ben Messina and Jonathon Smith will chair the event.
- Bethany Fosdyck, Chair of "Be Anything" will update the board at the next meeting.

Communications:

- Chair person's position will be vacant in July.
- Presented the new website to the board.
- The Parent Ambassador group acted as the focus group for the project.

Old Business:

- A meeting regarding the "Fossil Rocks" capital campaign is scheduled for this week.

New Business:

- Board member Aisha Basith shared her reasons for supporting the PlayHouse.

Formal Adjournment: 12:22pm