**BOARD OF DIRECTORS MEETING**

**Monday, June 25, 2018**

**6:00 p.m.**

PPG Place, Building 1

3rd FL Conference Room

Pittsburgh, PA 15222

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Staff & Board Members** | **Attend** | **Not Attend** |
| Calynn Abdullah | X |  |
| Tanya Mallory | X |  |
| Liz Mims | X |  |
| Kim Armstrong-Davis | X |  |
| Wendy Barbeau | X |  |
| Mary Kate Bartley |  | X |
| Melinda Black | X |  |
| Jennifer Dodson | X |  |
| Dana Donahue | phone |  |
| Melissa Dunn |  | X |
| Melissa Evans | X |  |
| Blayre Holmes | X |  |
| Carissa Howard | X |  |
| Rochelle Jackson |  | X |
| Patty John | X |  |
| Nicholas Kowalski | X |  |
| Pam Ludin | X |  |
| James Murphy | X |  |
| Tammy Sadler | X |  |
| Lauren Stoner | phone |  |
| Jennifer Woodward | phone |  |
| Bob Yuska | phone |  |
| Shawte Knox | X |  |

|  |  |  |
| --- | --- | --- |
| Total | 20 | 3 |

The meeting was called to order at 6:03 pm by Pam Ludin.

1. Approve April Meeting Minutes Melinda Black 6:03 - 6:05

* **Minutes approved following motion by Nicholas Kowalski, second by Kim Armstrong-Davis all in favor.**

1. Treasurer’s Report Wendy Barbeau 6:05 - 6:15

* March, April, and May Financial Statements

1. Governance Committee Pam Ludin 6:15 – 6:25
   1. Expiring Terms

-Jennifer Woodward proposed extension for 3 years; Kim Armstrong-Davis extension for 6 months. Approved following motion by Jennifer Dodson, second by Patricia John.

* 1. 2018/19 Board Documents

-Board members Give/Get form due, turn in today, or email to Tanya by July 1st.

1. Donor Development Committee Carissa Howard 6:25 – 6:30

* Folders for all board members to hand out to those who would like to be more involved with DFS.
* Pledge cards, please review, provide suggestions.
* Working to identify contacts/networks locally; “pitch” opportunities (i.e. 100 Women Who Care; Mt Lebanon Gala). Please identify all opportunities to the committee.

1. Communications Committee Calynn Abdullah 6:30 – 6:35

* Calynn can provide additional folders to everyone. Board member talking points are included.
* Working on video project and headshots to show what we are doing in the boutiques and mobile suiting - Post-Script Productions (women-owned business). Hoping to show at Women Rock. James presented a great idea to start a “Why Women Rock” on Social Media, and tag someone else (i.e. ALS challenge)
* Calynn attending Skillpath Social Media conference in July.
* Great ideas presented on the Communications Committee call regarding potential table opportunities over the summer to create interest for Women Rock.

1. CEO Update Tanya Mallory 6:35 – 6:45
   1. Client Service Numbers

* Tracey celebrated 2 years in May; Liz celebrated 2 years in June.
* Two part-time suiting specialists to be hired; one for Butler, one for Fayette.
* PAWW visits took place recently Butler, Washington, Fayette
* Suitable Hair – Make-A-Wig foundation (Allegheny branch) and Laurel Business Institute (Fayette), hair and nails.
  1. Operations Updates
  2. Mobile Suiting: Accenture Update
* Accenture is an International Management Firm. Helping us to define how to get the mobile suiting units, what was the plan around it. Working with us every Friday; In-kind donation is $12,500

1. Branch Spotlight: Allegheny Liz Mims/Shawnte Knox 6:45 – 7:00

* Shawnte (Admin Asst); Penn Hills HS; Slippery Rock Alumni;
* Liz (Branch Manager) IUP Alumni;

Both shared their stories of what lead them to DFS, and their experiences in their time thus far. Also discussed having 16 active volunteers at the Allegheny branch, and coordination of donations on Mondays during the day.

1. Events Committee Updates 7:15 – 7:45
   1. Highmark Walk Melinda Black

Raised $5545 on a $4500 goal

11 teams participated in the event

* 1. Fill-a-Bag Melissa Evans

Raised $6391 from FAB, double what was raised the year prior. Thank you to board members that donated wine for the FAB Happy Hour.

* 1. Pride Fest Melissa Evans

Table for awareness for DFS – volunteer and donation info; had a raffle basket of Prosecco and Photo Booth to draw interest

* 1. Women Rock Jennifer Dodson/Blayre Holmes

Team is meeting monthly; 22 team members on the committee; Pittsburgh theme – focus on female-owned companies; sponsorships starting to come in PPG $7500; Meadows $5000; S&T and Accenture $2000; Alpha Sigma Tau $2500; Range Resources $1000. Gift baskets and silent auction items are trickling in.

LaTasha Wilson-Batch is Emcee of the event; Magnolia on Main fashion truck; Vendors on site ($75 fee; approx. 10% donation) Individual ticket for the event is $75; Early Bird is $65.

Photo Booth and DJ on site; Popcraft (sponsored by Howard Hanna)

“Best Cookie in Pittsburgh’ contest

Discussion around pre-event happy hour 5:30-6:30, for a board member and a guest. More to come after next meeting.

1. Executive Committee Pam Ludin 7:45– 8:00
2. CEO 1-year Review
3. Good and Welfare

**11.** Adjourn Meeting; Meeting adjourned at 8:05pm

**Next Meeting: 8/27/2018 at PPG Place, Building One, 3rd FL, Room #1. Please submit agenda items by 8/20/2018; Communications committee to provide light snacks/refreshments.**

*Minutes submitted by Melinda Black, June 25, 2018.*