Nurturing Minds, Inc.

EXECUTIVE COMMITTEE MEETING

Nurturing Minds Mission: To provide financial and technical assistance to programs that improve access to quality education and life skills for girls in Tanzania, with a particular emphasis on girls who are poor and at-risk of becoming involved in exploitative forms of child labor.

# MINUTES

**July 23, 2015 11:30 AM EDT Conference Call Line**

**On the Call:** Tracey Dolan, Polly Dolan, Laura DeDominicis, Julie Bourgoin, Sherri Floros, Susan Hannah, Heidi Kane, Chris Hammarskjold, Matt Plourde.

1. **SEGA’s Update from the field – Polly Dolan**
   * The girls resumed school on July 5th after being on break in June.
   * Astridah, SEGA Board member, is currently helping out at the school while Polly is in the US. Astridah is helping support the school administration with various improvement activities.
   * Deputy Executive Director Search: 5 candidates were interviewed. One candidate was preferred but he is lukewarm about the position. Astridah herself has now applied for the position, and SEGA Board has agreed that she should be shortlisted for an interview. The SEGA / NM panel shall arrange an interview with her in August.
     1. Astridah doesn’t have business experience but extensive experience with secondary school. Has been with SEGA since 2008.
     2. If no one in the 2nd round of interviews works out, SEGA/NM will re-advertise the position.
   * Poultry: In June, 26,000 eggs were sold (875 trays of 30 eggs each) for an average price of TSh 6,500. SEGA’s original target was to sell more eggs at a higher price, but they have not met this target due to a plethora of eggs in Morogoro. SEGA tried selling in different locations throughout Morogoro, but met the same obstacles. SEGA has started a new feed business which so far shows promise, though it is still early. SEGA will break even by the end of June, but will need to buy a new flock soon. They are currently using the 3rd pen for feed storage.
   * Computer Training: SEGA marketed a class with some interest but not enough to run a class. They will continue to market. It was discussed that a class should be run even if there are very few attending, and hope more will sign up as word spreads about the class.
   * Well: The driller started on July 1st, but has had to pause as he needs a bigger drill bit than he realized and is having one made. This is due to use of Chip Bentonite recommended by Engineers without Borders. The bit was ordered from India and will take about a week to fabricate.
   * Visitors:
     1. UNITE visited SEGA for 3 days, June 19-21 including home visit, entrepreneurship program review, and recreation/interaction with the girls.
     2. ASHOKA did a site visit on June 29. SEGA is waiting for follow up to see if they will be invited to a panel interview in Nairobi, for consideration as a ChangeMaker School. They were impressed by the girls and their confidence, but also mentioned that the quality of staff could be improved.
     3. Haki Elimu came to do a film/documentary on SEGA
     4. Marion Ballard will be visiting this week with family and friends, and will be the first guests in the new multi-unit volunteer house. They are paying $25/person per night.
   * ASHA: A grant modification has been approved for security expenses.
2. **Financial Update – Sherri**
   * 1. At June 30, we have $228,000 in the bank and $31,000 of receivables for total assets of $259,000.
     2. Liabilities are at $26,000 comprised primarily of the following accruals: $7,200 for audit fee for the interim fiscal year. $3,900 of payroll expense for the last 2 weeks of June which was paid at the beginning of July. $10,800 of NM match retention due to SEGA for construction in 2013. $3,200 of audit expense.
     3. Net assets are $233,000 (assets less liabilities).
     4. Expenses: $19,200 spent in June, increased YTD to $78,100 vs a budget of $84,000. Sherri believes that once we review the expenses to make sure we have properly accrued expenses at 6/30, this $5,800 budget variance will be lower if not zero.
     5. We have funded SEGA $282,901 for operations through June 30. SEGA expenses are at $250,000 a budget of $295,000.
     6. Donations: June was a great month due in part to the matching program. $85,000 was raised in June bringing our YTD to $312,000. We fell short of our very aggressive plan to raise $427,000 in the interim fiscal year.
3. **Fundraising Update – Laura**
   * 1. Matching Donation Campaign: a special thanks to Sherley, Marion and Kendall for putting forward their annual gift for the matching campaign. Combined giving was $25,000 for a matched total of $50,000.
     2. Other donations of note: Marcia Head - $10,000, Aldo DeDominicis Foundation - $5,000, JulietteSpeaks – Additional $2,500, Bryn Mawr Presbyterian Church - $11,781.
     3. Planned giving mailing: mailing this week.
     4. $38,000 raised so far in July with another week left. Compared to 2014, we brought in $27,000 in July. We are expecting another $10,000 from Arthur B. Schultz Foundation before the end of the month.
     5. Segal Family Foundation Annual Meeting: 2 day annual meeting in June attended by Laura which brought together Segal’s funding partners and other foundations. Laura also connected with organizations doing similar work for information sharing.
     6. Events: The Northeast Chapter’s 6th annual African evening will be held this year on November 6th in Wellesley, MA. The NYC, PA and DC chapters are also planning events.
4. **Governance Update – Julie**
   * 1. The governance committee met last week, and has put forth 3 candidates for approval to the board.
     2. The committee also plans to have an in-person planning meeting similar to what communications and development did earlier this year. The hope is that from this meeting the committee will be able to discuss and shape their direction for the year.
     3. Advisors on the committee: It was discussed if advisors should serve a roll on this committee due to sensitive information. The group agreed that advisors should not serve on the governance committee and the 2 advisors who are current members should be placed onto other committees aligning with their interests.
5. **Communications Update – Heidi**
   * 1. Annual Reports: printing tonight, mailing out 1st class on Tuesday, should arrive to everyone no later than 10 days after mail date. A PDF version is available on our website. A special thanks to the pro-bono designer.
     2. Video: a 7-minute version of the video is done and can be found on our website and YouTube page. A special thanks to Sarah Bones for another great video. We still need to create a 3-minute version for donor presentations.
     3. Working with the sponsorship committee to update student bios.
     4. Allie, the volunteer who went with Sarah will be writing an article for us and creating mini-videos for us to post on social media this fall.
6. **Student Sponsorship Update – Chris**
   * 1. In order to increase the potential for the sponsorship program to connect with more donors and raise more money, we will be moving from 3 sponsors per student to 4 sponsors per student. We had contemplated assigning Standard 7 girls a sponsor, but Polly and Dana thought that it would be better go with 4 sponsors per student as the Standard 7 girls are still transitioning and their English is weak.
     2. We have formalized a process to make sure all Tree of Knowledge level sponsors are displayed on the mural at SEGA. Once their name is on the mural, a photo will be taken and forwarded to the sponsor.
     3. Tracey commented that she has met with 2 sponsors and they have been happy with the program and correspondence received from their student. A special thanks to Dana and Ellie for helping to streamline the process.

**12:37 pm adjourned.**