



**Board Meeting Agenda**  
**November 13<sup>th</sup>, 2024 – 4:00-5:30pm**  
**Hybrid Meeting In-Person at PENCIL or via Zoom**

Board Members: Robyn Williams (Chair), Kaitlyn Jones (Vice Chair), Kason Davis (Secretary), Jose Ferreira (Treasurer), Chuck Abbott, Brittany Adams-Davis, Kfir Alexandroni, Lamar Allen, Libby Berman, Brent Binns, Lillian Blackshear, Herbert Brown, Elizabeth Garza Bumpas, Britney Cline, Melissa Cornejo-Nell, Leslie Cowell, Kenneth Crapse, Josh DePriest, Kirsten Dodson, John Doerge, Christina Feagins, Todd Figler, Nicole Flynn, Jessie Garcia Knowles, Sharon Gentry, Kia Goodwin, Jeff Gregg, Lila Hall, Taneisha Harvey, Jacqueline Hayes, Herman Hicks, Brandon Hill, Colleen Hoy, Kaitlyn Jones, Meredith Jones Long, Minh Le, Emmanuel LeGrair, Devin Lintzenich, Johari Matthews, Blake McDaniel, James McIntyre, Norman Merrifield, Hasina Mohyuddin, P Danielle Nellis, Will Parrott, Sam Reed, Kendrick Robinson, Nicole Robinson-Hamilton, Yanet Rodriguez, Nicole Sims, Rachael Terrell, Jennifer Wade, Juan Williams

Ex Officio: Adrienne Battle, Shay Coplin, Patrick Dooley, Erica Griffith, Chris Henson, Watechia Lawless, Katlin Pendleton, Sue Spickard, Jaimie Swann, Obinna Udeh

- |  |           |                                  |
|--|-----------|----------------------------------|
| Welcome and Ice Breaker  | 5 minutes | Robyn Williams                   |
| Review of Minutes  | 5 minutes | Kason Davis                      |
| <ul style="list-style-type: none"><li>• <b>Approve minutes from the August board meeting</b></li><li>• Executive Committee actions since our August meeting</li></ul>  |           |                                  |
| Treasurer's Report   | 5 minutes | Jose Ferreira                    |
| <ul style="list-style-type: none"><li>• YTD financial statements through Oct 31, 2024</li></ul>  |           |                                  |
| Board Engagement   | 5 minutes | Jacqueline Hayes & Herbert Brown |
| <i>Building a diverse and engaged community of public education advocates</i>  |           |                                  |
| <ul style="list-style-type: none"><li>• Committee members continue to make calls to new board members to offer support &amp; partnership</li></ul>                     |           |                                  |
| CEO Transition   | 5 minutes | John Doerge & Hasina Mohyuddin   |
| <i>Investing in staff leadership and assuring a solid organization infrastructure as we transition our CEO</i>   |           |                                  |
| <ul style="list-style-type: none"><li>• Transition finalization</li></ul>  |           |                                  |
| Development, Marketing, and PR   | 5 minutes | Kendrick Robinson & Nicole Sims  |
| <i>Growing deeper and more philanthropic relationships while using first person story telling</i>  |           |                                  |
| <ul style="list-style-type: none"><li>• Principal For a Day recap</li><li>• <i>A Little Night of Music</i> updates – co-chairs and sponsorship opportunities</li></ul> |           |                                  |
| <i>Linking community resources to Nashville Public Schools to help young people achieve academic success and prepare for life.</i>                                     |           |                                  |



# PENCIL

- RSVP for Holiday Card Writing Party – 12/3 (R.C. Mathews Contractor, 4-5PM); socialize and personalize holiday greetings for our major investors
- Consider attending Legacy Giving Lunch & Learn on 12/11 at Burr & Forman (11:30am-1pm) to understand ways to be strategic in your philanthropy – it's eye opening!
- Reminder about FY25 board pledge payments

## Facilities

20 minutes

Kfir Alexandroni & Kirsten Dodson

### *Creating a workplan to assure facilities meet PENCIL Box expansion needs*

- Co-chairs met to hear updates from PENCIL staff
  - PENCIL staff has met with a few firms looking to work with us renovating the new space
- There continues to be communication with MNPS around a facility partnership; there is a planned walk through with MNPS leadership in late November
- Rent and/or credit for renovations have not yet been discussed
- **Break into small group discussions:**
  - What questions should we ask during this tour?
  - What should we be looking for or taking pictures of?
  - Do you know of businesses (architects, firms, etc.) you believe we should send an RFP to? Please share them here or connect them with facility co-chairs, Christiane or Joel via email

## MNPS Engagement and Support

5 minutes

Leslie Cowell & Devin Lintzenich

### *Using technology to link school needs with community volunteers*

- In lieu of our second committee meeting, we offered a diverse range of volunteer opportunities from PENCIL Connect to “volunteers leading volunteers” at the PENCIL Box when we hosted TDOE volunteers on 11/1.
- For those that were unable to volunteer during the first round of opportunities, we will share upcoming opportunities over the next few weeks.
- PENCIL has signed a contract with GetConnected to host PENCIL Connect beginning in 2025. This service has many of the same features as the previous site but will also allow PENCIL to broadcast events to students at Vanderbilt, Belmont, Fisk, and Trevecca automatically.
- Implementation meetings regarding branding and program support for PENCIL’s internal team have begun to launch the new system at the top of the year.
- PENCIL Connect so far in FY25:
  - Posted 63 Events at 40 schools
  - At least one volunteer has signed up for 53% events

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- 264 Volunteers have registered for events this school year, which has eclipsed the 248 who registered for all of last school year.

### **Consent Agenda Items**

Strategic Growth

Kenny Crapse, P. Danielle Nellis, & Jennifer Wade

*Investing in growth areas that demonstrate a clear, positive impact on student success*

#### **ENGAGEMENT OPPORTUNITIES**

December 3<sup>rd</sup> – Holiday Card Writing Party – 4:00- 5:00pm at R.C. Mathews Contractor (523 3rd Ave S, Nashville, TN 37210)

December 11<sup>th</sup> – Legacy Giving Lunch & Learn - 11:30am-1pm at Burr & Forman (222 2nd Ave S)

February 19<sup>th</sup> – Board Meeting – 4:00- 5:30pm at an MNPS school

April 30<sup>th</sup> – A Little Night of Music – 6-10:00pm at the Grand Ole Opry House

May 14<sup>th</sup> – Board Meeting - 4:00- 5:30pm at PENCIL and via Zoom

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7199 Cockrill Bend Blvd | Nashville, TN 37209 | (615) 242-3167 | [Info@PENCIL615.org](mailto:Info@PENCIL615.org) | [www.PENCILforSchools.org](http://www.PENCILforSchools.org)



# PENCIL

## Board Meeting Minutes

August 14<sup>th</sup>, 2024 – 4:00-5:30pm

Hybrid Meeting In-Person at Jere Baxter Middle School or via Zoom

**Board Members:** Robyn Williams (Chair), Jose Ferreira (Treasurer), Kfir Alexandroni, Lamar Allen, Libby Berman, Brent Binns, Lillian Blackshear, Herbert Brown, Elizabeth Garza Bumpas, Britney Cline, Melissa Cornejo-Nell, Josh DePriest, Kirsten Dodson, John Doerge, Christina Feagins, Todd Figler, Jessie Garcia Knowles, Sharon Gentry, Kia Goodwin, Jeff Gregg, Lila Hall, Taneisha Harvey, Jacqueline Hayes, Brandon Hill, Meredith Jones Long, Minh Le, Emmanuel LeGrair, Devin Lintzenich, Johari Matthews, Blake McDaniel, James McIntyre, Norman Merrifield, Hasina Mohyuddin, P Danielle Nellis, Will Parrott, Sam Reed, Nicole Sims, Jennifer Wade, Juan Williams

**Ex Officio:** Shay Coplin, Watechia Lawless, Katlin Pendleton, Jaimie Swann

**Staff:** Christiane Buggs (CEO), Jane Meneely (CAO), Bob Kucher (CPPO), Alayna Cate, Skylar Coakley, Cait Guskowski, Kiley Johnson, Mike Rossi, Hal Qazi, Taylor Woodard, Joel Wright

**Guests:** Dr. Kisha Cox (Jere Baxter, Principal), Angelica Brooks-James (Jere Baxter, Community Achieves)

Welcome and Introduction                      20 minutes                      Robyn Williams

- Welcome new board members – new members were encouraged to introduce themselves and share their interest in PENCIL, in which all participated. Tables were given 10 minutes to complete card writing exercises for Jere Baxter and Donors, and discuss the following prompt to meet their fellow board members:
  - Prompt at table: *How do you explain PENCIL to friends and colleagues? What opportunities do you see for our future?*
- Welcome from Principal, Kisha Cox, of Jere Baxter Middle who shared her vision of “Jere Baxter, where excellence is our habit”.

Review of Minutes                                      5 minutes                                      Robyn Williams

- **Approve minutes from the May board meeting: John Doerge motioned, Juan Williams seconded, motion approved unanimously.**

Treasurer’s Report                                      5 minutes                                      Jose Ferreira

1. Final FY24 financial statements
  - a. We ended the year with revenue exceeding expenses thanks to a very successful A Little Night of Music. With that surplus, the Executive Committee graciously approved incentive compensation plus an additional 401K match for staff based on the results of

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# PENCIL

staff and organization achievements. Kraft CPAs is actively working on our audit, so we'll present those results to you in November.

## 2. YTD financial statements through July 31, 2024

### a. Balance Sheet

- i. The large balance in Temporarily Restricted is due to the Reimagining Community Spaces contributions that we have received to date. We will see that amount continue to grow over the next year. Similarly, our short-term liabilities are high to reflect payments due to MNPS pending TDOE payments due to us.

### b. State of Revenues and Expenditures

- i. The negative variances in Revenue are due to timing issues with the signing of the TDOE amendment and foundation grants.
- ii. Expenses are on track so far but the variances in Personnel are due to the previously mentioned Incentive Compensation and additional 401K match. The other variances are mostly due to timing of expenses not being an exact science.

## 3. Approve \$69,120 contract for Nashville Analytics for outsourced CTO services from August 1, 2024 to July 31, 2025

- a. By laws require Board of Directors approval on any contracts over \$50,000
- b. **P Danielle Nellis Motioned, Norman Merrifield Seconded, motion approved unanimously.**

Board Engagement

10 minutes

Christiane Buggs & Herbert Brown

*Building a diverse and engaged community of public education advocates*

1. May board satisfaction survey results: the board engagement team will encourage the board to complete again in November. Our results from May show that the number of board members that submitted a response have not been large enough to create feedback. We will continue to accept recommendations on how to gather responses and receive feedback about our surveys.
2. Conflict of Interest Policy and Statements: please see Board Manager, Cait Guskowski, to complete your Conflict-of-Interest form ASAP.
3. Quarterly Volunteer Date – September 28<sup>th</sup> 9am-11am at DG PENCIL Box. A follow up email will be sent to share more details.

Development, Marketing, and PR

5 minutes

Kendrick Robinson & Nicole Sims

*Growing deeper and more philanthropic relationships while using first person story telling*

1. Status on FY25 Board Investments – celebrate 100% participation with an (apple cider) toast.
2. Reminders for Back-to-School Breakfast on 8/22: the B2SB now has all seats filled for this year.
  - a. Special thanks to co-chairs
  - b. If you cannot be there, you can still donate online! If you can be there, please sign up to volunteer!

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- c. If you have any seats available at your table, tell our Development team, specifically Sky or Kelly, so that we can fill those seats with people who are still looking for more seats.
3. Donor Thank You Postcards were on all the tables and board members were encouraged to sign them.

## CEO Thoughts

10 minutes

Christiane Buggs

1. Christiane encouraged the board to consider the many ways people can become engaged with PENCIL's board work. She welcomed and introduced our current YLC Interns & Owen Vanderbilt Interns to learn about internship engagement with PENCIL and encouraged governing board members to engage with the Emerging Leaders Board for more cross-board opportunities. She encouraged all members to think about coaching young professionals they know to join PENCIL via internships or Emerging Leaders.
2. Strategic Plan update – we are in the last year of our current Strategic Plan 2025 and have started the process for the Strategic Plan 2030 RFP – We will not be doing as large of a survey as last time but will be surveying our board specifically to learn about the board's goals for PENCIL.
3. Facilities & Capital Campaign reminder. Announcements will be coming soon about a facility opportunity. We will be partnered with MNPS to take over a portion of one of their unused facilities, which will greatly reduce our capital campaign needs. If you know of anyone interested in capital campaign work, please send them our way.
4. Nashville Analytics update & performance. Since May we have collaborated with Nashville Analytics to gather data to better streamline our efficiency in resource allocation. We will be piloting pop-up shops in different clusters, starting with Pearl Cohn.
5. One way to support and promote PENCIL right now is to use CitySaver app – we get 50% of the revenue of any purchases of the app through our unique PENCIL link. Information is in the meeting packet, and a link will be sent after the meeting.

Tour of Jere Baxter Middle with Ambassadors

30 minutes

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Submitted by Kason Davis, Board Secretary

## Board Meeting Minutes August 14<sup>th</sup>, 2024

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**PENCIL**  
Balance Sheet - Board  
As of 10/31/2024  
(In Whole Numbers)

	Unrestricted	Board Designated	Temporarily Restricted	Permanently Restricted	Total
<b>Assets</b>					
<b>Current Assets</b>					
Cash & Cash Equivalents	435,400	(23,160)	2,068,060	198	2,480,497
Accounts & Pledges Receivable	205,104	0	4,063,096	1,422	4,269,622
Inventories	490,958	0	0	0	490,958
Investments	0	1,055,809	19,774	545,106	1,620,689
Prepaid Expenses	24,154	0	0	0	24,154
Other Current Assets	0	0	0	0	0
Total Current Assets	1,155,615	1,032,648	6,150,930	546,726	8,885,920
<b>Long-term Assets</b>					
Property & Equipment	145,765	0	0	0	145,765
Endowment at CFMT	0	62,464	0	0	62,464
Total Long-term Assets	145,765	62,464	0	0	208,229
Total Assets	1,301,380	1,095,113	6,150,930	546,726	9,094,150
<b>Liabilities</b>					
<b>Short-term Liabilities</b>					
Accounts Payable	29,779	0	4,960,689	0	4,990,469
Deferred Revenue	0	0	0	0	0
Payroll Liabilities	34,403	0	5,949	0	40,352
Other Short-term Liabilities	0	0	0	0	0
Total Short-term Liabilities	64,182	0	4,966,639	0	5,030,821
<b>Long-term Liabilities</b>					
Notes Payable	0	0	0	0	0
Total Long-term Liabilities	0	0	0	0	0
Total Liabilities	64,182	0	4,966,639	0	5,030,821
<b>Net Assets</b>					
Beginning Net Assets	812,656	986,931	662,418	546,672	3,008,678
Current YTD Net Income	424,542	108,182	521,874	54	1,054,651
Total Net Assets	1,237,198	1,095,113	1,184,292	546,726	4,063,329
Total Liabilities and Net Assets	1,301,380	1,095,113	6,150,930	546,726	9,094,150

**PENCIL**

Statement of Revenues and Expenses - Unposted Transactions Included In Report

10 - Unrestricted  
From 10/1/2024 Through 10/31/2024  
(In Whole Numbers)

	Current Period Actual	Current Period Budget - Original	Current Period Budget Variance - Original	Current Year Actual	YTD Budget - Original	YTD Budget Variance - Original	Total Budget - Original	Total Budget Forecast
<b>Revenues</b>								
Government Grants	69,696	21,011	48,685	242,151	239,333	2,819	632,420	632,420
United Way	5,083	5,083	0	20,333	20,333	0	61,000	61,000
Individual Giving	29,109	13,218	15,891	51,763	59,723	(7,960)	287,393	287,393
Board Giving	688	2,057	(1,369)	38,586	53,279	(14,693)	70,105	70,105
Foundation & Corporate Gifts	111,289	70,833	40,456	695,883	641,208	54,675	1,015,475	950,243
Special Events	35,000	20,000	15,000	158,976	120,000	38,976	479,600	491,100
Interest & Investment Income	543	0	543	2,085	0	2,085	48,876	48,876
Earned Revenue	4,000	4,250	(250)	14,335	11,750	2,585	44,750	44,750
Miscellaneous Revenues	0	0	0	2,155	0	2,155	0	0
<b>Total Revenues</b>	<b>255,409</b>	<b>136,453</b>	<b>118,956</b>	<b>1,226,268</b>	<b>1,145,626</b>	<b>80,641</b>	<b>2,639,619</b>	<b>2,585,887</b>
<b>Expenses</b>								
Personnel	121,054	131,555	10,501	498,177	495,820	(2,357)	1,713,426	1,713,426
Equipment	7,199	3,893	(3,306)	32,676	38,446	5,770	64,945	60,995
Travel	2,197	1,665	(532)	5,100	6,655	1,555	19,900	19,900
Professional Services	23,628	38,125	14,497	102,783	104,710	1,927	281,615	292,215
Program Expenses	10,902	500	(10,402)	94,813	107,625	12,812	148,850	135,850
Supplies	729	315	(414)	1,322	1,260	(62)	3,780	3,780
Facility Expenses	2,374	3,513	1,139	15,907	15,412	(495)	47,976	47,976
Communications	836	1,630	794	6,583	12,226	5,643	30,674	30,674
Commercial Insurance	5,031	962	(4,069)	10,783	12,017	1,234	18,750	18,750
Staff Dev. & Community Events	2,962	5,409	2,447	12,254	16,663	4,409	35,478	35,478
Donor Cultivation	31	150	119	136	750	614	3,550	3,550
Event Expenses	305	1,900	1,595	16,727	28,600	11,873	96,638	96,638
Fees & Bank Charges	339	300	(39)	4,404	12,725	8,321	30,235	30,235
Miscellaneous Expenses	0	0	0	61	0	(61)	0	0
<b>Total Expenses</b>	<b>177,586</b>	<b>189,917</b>	<b>12,331</b>	<b>801,726</b>	<b>852,909</b>	<b>51,183</b>	<b>2,495,817</b>	<b>2,489,467</b>
<b>Revenues Over/(Under) Expenses</b>	<b>77,822</b>	<b>(53,464)</b>	<b>131,287</b>	<b>424,542</b>	<b>292,717</b>	<b>131,825</b>	<b>143,802</b>	<b>96,420</b>