



## **S.H.E. SQUARED**

### **2019 BOARD RETREAT MINUTES**



**Board Member Retreat**  
Central Market Community Room  
May 25, 2019  
12:00PM-8:30PM

**AGENDA**

12:00-Attendance, Review of Agenda

12:30-Working Lunch/Review Bylaws/Amend Bylaws

2:00-Elect/Appoint Officers

2:30-Break

2:45-Programming

-Social responsibility

-Health & Wellness

-Education

-Economics

8:00-Review of Retreat

8:30-Adjourn



**Board Member Retreat**  
Central Market Community Room  
May 25, 2019  
12:00PM-8:30PM

**Attendance:** Carlis Lollie, Jeffea Gullett, Yolanda Brown, Erin Mosely

Retreat Start: 12:30PM

**I. Review of Bylaws**

S.H.E. Squared Bylaws were reviewed. It was recommended that the president, Vice president and Treasurer are all bonded.

**II. Election of Officers:**

*2019-2021 Election of Officers*

President: Carlis Lollie

Vice President: Jeffea Gullett

Treasurer: Yolanda Brown

\*Officers will be in place for (2) years

**III. Old Business**

A. Nurses Night at the Museum

Event went well. Still waiting for final fundraising totals. Board members concerned about visibility of S.H.E. Squared at the event. Board members would like to revisit partnership with the Washington-Nixon Nursing Scholarship. S.H.E. Squared involvement should be limited to serving as an umbrella to the organization as opposed to a full partnership. This will be tabled.

B. Compass for Your Cause Program

Board members would like to revisit signing up for this program with BBVA Compass until the following questions are answered:

1. How much are checking account fees at BBVA Compass?

2. Are your debit cards chip-based? If so, how will this affect the organization receiving the 0.25% royalty?
3. How can we partner with BBVA Compass for the Education/Economics portion of our mission?

#### **IV. Programming**

##### A. Standing Initiatives

#### **“Future Female Leaders” Scholarship**

##### -Student Expectations:

- Maintain 3.0 GPA after first semester
- Speak to graduating high school or at any other S.H.E. Squared program
- 1<sup>st</sup> payout at start of first year, 2<sup>nd</sup> payout at start of second year (August and August)
- Must attend a Texas institution
- Amount will be decided before announcement is made
- After completion of applications, Board members will decide on scholarship recipients.

#### **“Crawfish for a Cause” Fundraiser**

**1. Describe fundraiser:** Crawfish Boil. Each \$25 ticket includes (2lbs of crawfish (potatoes, corn, sausage) and a complimentary drink). Event will include entertainment. Tickets can be sold on Groupon, Facebook, and Eventbrite. Collaborations with other organizations is strongly encouraged.

**2. Target audience for fundraiser? Who are we selling to?** Crawfish lovers. Event is open to all.

**3. Estimated sales/donations?** \$2,000-\$5,000

#### **4. Start-Up Budget**

<b>ITEM</b>	<b>COST</b>
Crawfish	\$1,000X 33 sacks at \$30/sack
Cooks	Volunteer
Potatoes	\$150
Corn	\$150
Sausage	\$200
Venue	No Fee
Ticket Printing	\$60
Alcohol	\$500
DJ/Entertainment	Volunteer
<b>TOTAL:</b>	<b>\$2,060</b>

*\*Will try to receive crawfish and food donations from other organizations and people.*

## 5. Sales Budget

ITEM	COST OF GOODS	SALE PRICE	PROFIT	GOAL
Event Ticket		\$25	\$25	200=\$5,000

**6. How much time is needed for fundraiser?** A minimum of 3-4 months is needed to prepare for the event.

**7. How often will we host this fundraiser? Yearly/Seasonal, Monthly, etc.** This should be a yearly event held at the height of crawfish season in March or April.

## B. New Initiatives

### (Social Responsibility)

**S.H.E. Cares** will be a project with She Squared members doing a back to school bash with teenage foster care females of all races at an RTC (Residential Treatment Center).

The budget will be \$500 from member Yolanda Brown and we will donate some school supplies and talk to the girls about returning back to school and starting off on a positive foot. We will also have light finger foods at the event. The event should take place two weeks before the girls go back to school, preferably on a Saturday in August 2019. Also, in December of 2019 we will visit the same RTC (if possible) and we can discuss a social topic with the female foster teenagers of our choice. Social topics we can discuss with the female foster teenagers are but not limited to: problem solving skills, self-esteem, choosing a career, sex trafficking, depression, interpersonal skills, conflict resolution etc etc

The event should be 45 minutes to an hour.

We can also get She Squared ink pens and give them to the staff of the RTC.

The RTCs that I will contact are:

Unity RTC Spring, Texas

Miracal's Place RTC Missouri City, Texas

Care Cottage RTC Willis, Texas

Chair: Yolanda Brown

Co-Chair: Jeffeea Gullett

## **(Social Responsibility, Education)**

### **Future Female Leaders Institute (F.F.L.I.)**

Chair: Carlis Lollie

Co-Chair:

#### **1. Which part of the mission does your program fulfill?**

##### **Social Responsibility and Education**

#### **2. What is the name of the proposed program?**

*“Future Female Leaders Institute”*

**3. Explain the program?** The Future Female Leaders Institute is a program for young girls in middle school (7<sup>th</sup> & 8<sup>th</sup> grade). The purpose of the program is to develop leadership traits that young women can continue to develop as they progress to high school and beyond. The program will last a total of 6 months. Students will attend training twice a month for (2) hours at a dedicated location. The trainings will consist of school days and weekends. The cohort will have to plan a community service and a fundraiser. Funds raised from each class will benefit the next class.

-Program will start in October and end in February.

- Maximum 10 students will be selected for the program from various schools.

-Candidates will be selected through an application process that will begin in August and end in September.

-Students will have a mentor

-Students will receive a graduation luncheon and certificate.

-Modalities to be covered: Self-Evaluation, Understanding Leadership, Problem Solving, Communication Skills, Etiquette, Team Building, Community Service Project, Fundraiser

**4. Who does the program serve? Include age, demographic, etc.** Female middle school students in 7<sup>th</sup> or 8<sup>th</sup> grade.

**5. How will data be collected from the program?** Data will be collected by the number of middle school students in the program who attend high school and graduate. Reports of leadership activities, scholarships earned and progress towards completion will be tracked.

**6. What is needed to run the program? List everything that is needed from staff, location, etc.**

- Volunteers to organize the program and connect with guest speakers and community leaders.

- Locations for class sessions

-Office supplies (Notebooks, paper, pens, pencils, computers)

## 7. Budget:

YEARLY EXPENSE	COST
Snacks for (10) students X 12 days	\$600
Program T-shirts X 15	\$150
Class Supplies	\$200
Graduation Certificates	\$50
Graduation Luncheon	\$750
<b>Total:</b>	<b>\$1,750</b>

**8. Why should S.H.E. Squared adopt this proposed program? Is there a need for this program in the community? Why? Include data and source of data.** S.H.E. Squared should adopt this program because there are not a lot of programs that cater to middle school students. Most programs cater to high school students. The goal is to start the young woman on the path to leadership early, so that when she does attend high school she is preparing herself to lead and is focused on getting to the next level, which is college. The expectation is that young girls who participate in the program go on to be leaders in high school, attend college and continue to path of leadership and eventually are leaders in their respective communities.

### (Economics)

#### **S.H.E. Owns**

Chair: Erin Moseley

-Directory for 100% female owned businesses

(REPORT MISSING)

### (Health & Wellness)

#### **Red Bottom Social- HIV/AIDS Awareness Campaign**

Chair: Jeffea Gullett

Co-Chair: Carlis Lollie

HIV awareness social

Sunday, December 1, 2019 from 2:30pm-6:30pm

- HIV day in December
- Semi formal event

- Want to partner with an organization to donate money raised for HIV patients
- All money's raised will be from donations: no ticket sales: minimum donation \$25
- Goal is to start an annual Health and Wellness event

Potential places to donate a portion of proceeds:

- Montrose Center: housing assistance, HIV/AIDS counseling, Group therapy, HIV testing
- Brentwood Church: HIV cottages for HIV patients

Venues: looking for free venues to sponsor non profit organizations

- River Oaks Garden Club Forum
- Montrose Center
- United Way: Greater Heights

Menu: light bites from reasonable caterer or can be purchased

- Dessert and small finger foods
- Conservative Kitchen; Brandi Hines

Alcohol/wine: whole seller vs partner with liquor sponsors

- Tickets for 1-2 cocktails
- Venue to serve alcohol (?)

Advertising:

- SHE Squared website, Facebook, flyers
- 97.9 (?) other radio stations
- Other organizations: sororities/fraternities, churches, HIV centers, HIV advocates, Junior League, NAACP, hospitals/clinics, Thomas Street

Flyer: will get Derek Robinson to do a flyer for free

- Name, Date, Location of event
- Link to donate

Political figures: Mayor Turner, Sheila Jackson Lee

Emcee: HIV organization that we are donation funds to can donate an emcee

- Emcee will give facts throughout the night in regards to HIV facts, goal of event, talk about SHE squared

DJ: will find a volunteer to do it for free

Donations: will be a link on SHE Squared website (Eventbrite)

- Will be able to donate up to 1 week after event is completed

Sponsorship Proposal:

Table at the events can have logos/flyers from sponsors

Possible speaking opportunities for sponsors at event

Proposed Timeline:

May: start searching for venue for event

June: venue for event; partnership with HIV group for awareness; develop website for event; set up Eventbrite

July: advertising event; (SHE Squared website, Facebook, website of HIV partnership group); flyer made; secure donors

August: secure donors; complete set up and publish Eventbrite

September: secure donors, find caterer or small budget for food; wine sponsorships or whole seller pricing

October: secure donors

November: finalize event: wine, food, DJ

December 1: event; Eventbrite open for donations

December 2-15: continue Eventbrite; portion of proceeds donated after December 16<sup>th</sup>; send email thanking sponsors

## **(Health & Wellness)**

### **Well Diva Workshops**

Chair: Carlis Lollie

Workshop geared towards health education for women ages 21 and up. Workshops includes lectures and fitness. Event will be free to the public. Door prizes will be given. Maximum class size is 15-20 women depending on location of event. Lectures will include: Nutrition, Disease Awareness, Mental Health, Fitness Workshop, Q7A sessions with healthcare professionals.

Needs: venue, volunteers, healthy snacks, door prizes

Event Time: 4 hours

Timeline: This can be a yearly or quarterly event with different topics and series. Looking to host 2019 event in November or December during the holidays, where most people gain weight.

Theme: *“New Year, New You”* or *“Healthy for the Holidays”*

Venue: Central Market (Free)

Proposed Dates: November 16, 2019 or October 26, 2019

Marketing: Facebook, Meet-Up, Instagram, Church (Free)

#### **IV. Retreat Recap**

Chairs presented their initiatives. Board members were asked (4) questions relating to their involvement with S.H.E. Squared and how they felt about the new initiatives

**Retreat adjourned at 9:20PM**