

Wings for Success
Education and Coaching Committee Meeting Minutes
For Wednesday, June 7th, 2023

In attendance: Jane Gober, Lorena Baeza-Lara, Sheena Gladden, Dan Murphy, Donna, Beverly Stewart

Introductions/icebreaker: What excites you about Summer?

Minutes- Motion to approve minutes made by Beverly Stewart and seconded by Donna

Recent Workshops

- Avon Grove High School Escalera Program- Dos and Don'ts on a Resume- Teri / How to dress for an interview- Keely. 12 students participated and both workshops went well as reported by Lorena who was present in both workshops.
- Coatesville Nonprofit Organizations Fair- Carol & Lorena. Very slow, only one participant. Was more of a networking opportunity for us. Reported by Lorena

Volunteer Opportunities

- The Garage Youth Center: Career Compass Program (Wings for Success in Kennett)
 - What not to wear at work and Good Etiquette at the workplace. Donna and Lorena Presenting
- The Garage Youth Center: Career Compass Program (Avondale, PA)
 - Time Management Presentation @ 1:30 pm
- Virtual Presentation starting in the month of August: volunteers needed to present on a topic of their choice at the time they prefer. Presentations for about an hour.

Dates: 8/1, 9, 17, 25 & 28. Registration will be online. Sheena, Beverly and Donna volunteered to take a date.

- Youngmoms requested two presentations for 10/19 at Willowdale 5:30 - 7:30 pm for Work Etiquette, one in English and one in Spanish.

New Business

- Sheena Gladden had volunteers' orientation/training. She had two people in attendance and is currently working on another orientation for another group of interested volunteers.
- Dan spoke about our 25th anniversary gala on 10/13th as to "Save the Date" and Beverly requested sponsorship. Jane and Dan responded that as the date comes closer all of that would be available online.
- Please check out website volunteer's section if you haven't already- *wings4Success*
- Dan commented that it'd be a good idea to add a PP presentation on Time Management

Old Business

- When volunteering please use the following link to Communication Log to track clients and workshops

<https://docs.google.com/spreadsheets/d/1wggMY-hN10V3AF4k-zBr19TG-BNhBBHg/edit?usp=sharing&oid=112331747119400207079&rtf=true&sd=true>

- It was agreed that when reaching out to prospective clients one email, one phone call and one other form of communication would be sufficient to stop trying. (3 “ways of reaching out” documented on the log and then stop.)

Upcoming

- Next meeting is Wednesday, July 12th at noon

Adjournment

- Motion to adjourn made at 12:34 pm by Donna Mechura and seconded by Beverly Stewart

Respectfully submitted,

Corena Baeza-Lara