**MINUTES OF THE**

**SUB COMMITTEE MEETING**

**OF**

**IRRAWADDY ACADEMY**

A regular meeting of the Subcommittee of the above nonprofit corporation was held on March 26 2024 at 8PM CDT via video conference.

The purpose of the meeting: to discuss items in Agenda

1. Meeting Attendees:

Director: Michelle Winn

Director: Zin Min Htay

Consultant: Jonathan Starr

NEO representative: Adam Myhand

Director: Kyi Min

Secretary :Thet Mon Aye

The following corporate actions were taken by appropriate motions duly made, seconded, and adopted by the unanimous vote of the Directors entitled to vote.

1. Approval of Agenda and meeting minutes of previous meeting

Michelle Win discussed the approval of the agenda and meeting minutes of previous meetings the attendee approved.

1. Teacher recruitment update

Ko Kyi Min talked about the recruitment process. He is talking with a Filipino teacher and a Myanmar PhD from Florida. Currently the board of directors are finalising the recruitment and talked about the logistics of recruitment, especially the visa process. To get the plan for the hiring process for the school by 10th April. We will update about

1. About Student Applications and Marketing

Ma Zin is translating the poster in Karen language and will try to recruit during the coming events of the Thingyan festivals. Directors agree on creating the facebook sponsored ads with the target audience. In addition, Directors decided to spend $1500 on marketing materials for the Thingyan festival for students who enrolled at the school. (eg. backpacks or Tshirts) Michell will send the photos of kids learning in school for facebook page. Board approved the motion of allocating a budget on facebook marketing raised by Michelle.

1. School Policy

Michelle raised the motion of school policy sent earlier in the previous meeting. The motion which was approved by the board.

1. Updates about Logistics

For the internet, we have applied for the grant that goes up to 90%, but it hasn't been approved yet. The school’s official website is done.

The Board decided to do additional signage for the school.

These Minutes are certified by Irrawaddy Academy’s Secretary.

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: March 26, 2024

 Thet Mon Aye

 Secretary