

# WEST HIGHLAND FOUNDATION MEETING MINUTES

**Location:** ALDOT M & T  
Conference  
Room  
**Date:** 05/29/24  
**Time:** 12:00 PM  
**Facilitator:** Valerie Branyon

## Agenda items

1. Call to order.
2. Prayer
3. Reading of minutes from 05/16/24 meeting
4. Motion, 2<sup>nd</sup> to accept minutes, with no necessary corrections.
5. Everyone was asked to choose a photo to be used on the West Highland Foundation website by 5/30/24.
6. Valerie Branyon announced that she received the Letter of Determination on 05/28/24.
7. Katelynn Vann, Vice-President, gave an update from the website committee (each member was given a handout).
  - A picture of the original West Highland High School has been added to the homepage.
  - Our "motto" or "statement" describing our mission will go under the picture of the original school. "Preserving the past, to create the future" was motioned, 2<sup>nd</sup> to accept and agreed upon as our "motto".
  - An outlined description of our mission along with the history and importance of West Highland High School
  - Directors/members head shots with biographies (biographies to include name, age, occupation, position in WHHF, contact information and why we would like to see West Highland become a historical park and rec.

- Top, right corner to include the estimated funds needed, along with funds already raised. There will be a donation button below funding information that will be linked to the WHHF bank account.
- Emails will be sent directly to the website and individually assigned emails for the directors.
- Discussed a private email address for the social media platform.
- Discussed opening a bank account/Valerie agreed to handle the bank account business today.
- Discussed getting alumni and former faculty being involved in donations.
- Cissy Carrillo was named as the Director of Development Grant Writer and fundraisers, Jackie Stevens, as the Director of Partnerships & Engagement, and Alexis Wilson as the Director of Publicity and Public Engagement. Motioned by Nikki Morgan, 2<sup>nd</sup> by Alexis Wilson and agreed upon by all members.
- Grants were discussed: Who (who will the grant serve)? What? When? Where? & How (how will this help the community)? Cissy discussed how we should "submit for all grants" that we qualify for; but we need to choose the ones to apply for with care. Concerning the pool, we should find out the liabilities involved, such as, teenagers, elderly, children, who will oversee the pool or the supervision there of. Cissy will continue to research for Black Historical grants and names of special grants in this area.
- Cissy discussed the demographics concerning when the building was built, the population within a 5-mile radius surrounding the building, crime rates in adults and juveniles, etc.
- Cissy suggested that we need more than city officials and WHHF members involved.
- Advertisement

#### Old Business:

- Valerie Branyon thanked everyone for showing up for the photo op.
- Update on the Form 1023 and where we are in the organization process.
- Received and update on the website.

#### New Business:

- Title/Position of 3 members
- Update on grant information.

Today, Wednesday, May 29, the West Highland Foundation Committee Board Members met in the ALDOT Materials & Test Conference Room, Fayette, Alabama.

All board members were present:

Valerie Branyon, President

Katelyn Vann, Vice President/Website Committee

Andrea McCollum, Secretary

Nichole Morgan, Treasurer/Website Committee

Alexis Wilson – Board Member/Website Committee

Cissy Carrillo – Board Member

Jackie Stevens

Meeting adjourned Wednesday, May 29, 2024, @ 1:00 PM.

Andrea McCollum, Secretary

AM

# AGENDA

## May 29, 2024

### Call to Order

### Prayer

### Reading of Last Minutes

(Motion, 2<sup>nd</sup>, Vote to Accept Minutes)

### Treasure Report

### Old Business

- Thank Everyone for Showing Up for Photo Op. Ask Everyone to Choose Picture for Web Site
- Update on Form 1023 and where we are in process
- Web Site Committee ([www.westhighlandfoundation.com](http://www.westhighlandfoundation.com)) – (Alexis, Nicole, and Katelyn) Update

### New Business

- Title/Position of 3 members
- Grant Information Update