**GLOBE Academy Foundation**

Board Meeting Minutes: April 2, 2015

**Board Members:**
*Present:* Jared Brandman, George Rosero, Lee Ann Willis, Sharon Camara, Chris Kemper, Chip White

PTCC rep: Anita Patel
*Absent:*  None
*Quorum present?* Yes

**Proceedings:**
*Meeting called to order* at 8:37 p.m. by President, Jared Brandman.

1.     Review/approve minutes of prior meetings.

1. Confirmed the minutes from 2/26/15 were approved and will be posted to website. Chip made a motion to approve the minutes. Chris seconded the motion which was unanimously approved.
2. All prior meeting minutes are posted to the website. George and Sharon provided a status update on the initial Foundation Board minutes.

2.     Update on 501(c)(3) and Georgia tax requirements.

1. Jared discussed additional GA requirements re solicitation registration now that the Foundation Board now has 501(c)(3) status. There was also a brief discussion on IRS requirements related to the 501(c)(3) status as well. Jared has pulled materials related to 501(c)(3) status.
2. The Foundation Board needs to create a calendar so we can track IRS and GA requirements.
3. Jared mentioned that we need to complete the GA charitable solicitation requirements application. Jared has it. It requires a $35 fee. This is a GA, bi-annual requirement which needs to be submitted.
4. Jared completed the GA Annual Secretary of State filing. No issues at this time.
5. George asked if we can continue to solicit. Jared stated that we can continue to solicit but need to complete the requirements. Additionally, if we expand to the internet (solicitations, sales), additional research needs to be done to ensure that we are complying with all state and federal requirements.
6. Sharon mentioned that we should look into registering with Guidestar. It is free to create an account. Guidestar connects donors and grantmakers to **non-profit organizations** ([www.guidestar.org](http://www.guidestar.org)).
7. There was a general discussion related to opportunities to give. Opportunities to give need to be mapped out and structured. The Governing Board Development Committee should own this process, but it needs to be done in collaboration with the PTCC and Foundation Board. Jared asked George about taking this on.
8. Chip mentioned that he talked to a CPA related to audits for Charter Schools. This CPA currently supports 17 different Charter Schools. The path ahead for a relationship to gain his knowledge and insight is being discussed. George asked about having the CPA set up Quickbooks for GLOBE to help facilitate transaction processing and management. Once the GLOBE Quickbooks are established and running, then we could transition to the Foundation Board on Quickbooks.
9. There was a general discussion on having a plan to accept matching gifts from corporations, the management process for ensuring the request / application makes it back to the corporation for payment, and recurring monthly donations from corporations. The general consensus was that this needs to be explored more.
10. There was general discussion on accepting gifts of stock or assets from grandparents. The general consensus was that this needs to be explored more.
11. There was general discussion on developing forward momentum on fund raising and grants. There was a consensus that grants need to be a top priority and guided by one point of contact to reduce confusion on who was doing what. There are a number of potential needs that we could recruit for money: band instruments for the upper grades, resources to augment kindergarten classes, and a leadership program for 3d and 4th grades.
12. Chip led a discussion on teachers and their needs from a discussion that he had with them. The discussion was something like a sensing session. The teachers expressed issues with needed items for the classrooms. Teachers do not want to ask the parents. The point was made about there being money at the Foundation.
13. There was a general discussion on operations management and the need for a strong #2 to support the HOS. Daily duties could be managing facilities, daily issue resolution and tracking, and fixing issues with the current building in order to free up the HOS for managing the academic operations.
14. There was a brief, general discussion on the Capital Campaign including when it should start, focus and lines of effort, and the Foundation Board’s role in supporting.

3.     Auction Closeout Update.

1. Jared asked for an update on the final stats from the auction. Jared also mentioned that there were some items that still needed to be closed from the auction: financial reconciliation, thank you letters/receipts.
2. Chip stated that the auction gross proceeds were approximately $50,500. Lee Ann stated that she was tracking ~$48,000 in deposits. Both stated that reconciliation was not complete and the net proceeds would be ~$46,200.
3. There was a general discussion that paypal was not taking the same percentage on credit card transactions. Each transaction had a different fee and that the fee side needed to be managed more closely.
4. There was a general discussion that the auction team needed to have assignments for solicitations. On a number of occasions, different solicitors were tapping the same vendors.
5. There was a general discussion that we needed to start the discussion with the PTCC on either building a system to automate the auction data or use an auction website. Discussions also focused on using a developer and costs related to purchasing software.
6. There was a general discussion on whether or not the GLOBE would have an auction next year. The consensus was that, either way, the school has needs and guidance should come from the Governing Board.
7. There was a general discussion on parents in need and using the free and reduced lunch criteria for developing a package to have those parents come to the auction.
8. There was a general discussion on the price point for the auction. More discussion is needed on this topic.
9. There was a general discussion on creating a financial literacy for parents class at the school. More discussion is needed on this topic.
10. There was a general discussion on the need to separate the Foundation paypal from the auction. A new Foundation paypal account will be needed to provide clarity on transactions.
11. Sharon mentioned a possible auction website for review: [www.capterra.com/auction-software/](http://www.capterra.com/auction-software/)

4. Updates to officer positions.

1. Jared led a discussion on approving the officer position changes. George Rosero would retain the Vice President role with an updated title of Vice President, Development. Chris Kemper would be elected Vice President, Operations and Secretary.
2. The first vote was related to George Rosero being voted to the title and position of Vice President, Development. Jared made the motion for approval and Chip seconded the motion. There was unanimous approval.
3. The second vote was related to Chris Kemper being voted the title and position of Vice President, Operations and Secretary. Jared made the motion for approval and Sharon seconded the motion. There was unanimous approval.
4. Jared discussed that George and Chris need to consider their roles and provide feedback related to their duties and responsibilities.
5. Jared tabled a further discussion on additional officer positions. There was a general discussion on Chip taking on the role of VP, Teacher Relations.

5. Finance update/budget amendment.

1. Lee Ann provided an update on finances. Lee Ann cleanup up the Well Fargo account and WF information is now in Quickbooks. She mentioned that George needed to get Aplos (sp?) changed over.
2. Lee Ann mentioned that we need to publish quarterly financials.
3. At the May meeting, the Foundation Board will approve the first 3 quarters of financials.
4. Lee Ann met with the PTCC for budget approval. The PTCC Leadership Team (LT) approved the budget. Anita mentioned that the PTCC wants a full parent vote and that it would be sent out for comment via a survey.
5. There was a general discussion and recap of the emergency assistance to Adrien and status of funds. There was another general discussion on needing a process for dealing with issues like the one with Adrien. Additionally, there was a discussion of adding a budget line for crisis and having one point of contact in the community to filter requests for support to the Foundation.
6. There was a general discussion that the Foundation and PTCC need to have a process for handlng adjustments to the budget line items. If the adjustment is within a 10% variance, an approval process should be designated.

6.     Bylaw review.

1. Jared stated that the Foundation Board would be reviewing and discussing potential updates to the bylaws at the May meeting. This discussion would include budget amendments and financial statements.

7.     Recap of latest GLOBE Board meeting/strategic planning status

1. Sharon stated that the Governing Board was selected GCSA to do a planning session during the 2d week in March. The next meeting will be 17 May. A general discussion started related to the issues that people want to raise. A survey will be sent around for stakeholder feedback.

8.     Coordination with PTCC and planning for 2015/2016 school year.

1. A general discussion began related to coordinating the next year’s budget and calendar, and the coordination between the PTCC and the Foundation Board.

9.     GLOBE Gazette

1. There was a general discussion on providing a Foundation update/message for upcoming Gazette.

10.     Schedule next Foundation Board meeting

1. The Board agreed to hold its next meeting on May 7th, 2015.

***Meeting was adjourned at approximately 11:05PM
Minutes submitted by Vice-President, Operations and Secretary, Chris Kemper.***