

BOARD OF DIRECTORS



645 Semmes Street, Memphis, TN 38111

AAE Formation Board Agenda

Thursday, January 9, 2014

Hello and Happy New Year to each of you. This is just a reminder that we have our 1st Board meeting of 2014 scheduled for tomorrow, Thursday, January 9th, at 6:30 pm. The site is AAE 2nd, floor. Should we have inclement weather I would like to re-schedule for Thursday January 16th, at the same time. Please let me know if you do not plan to attend.

We will review and approve the minutes of our last meeting in November 2013 and discuss new business which includes:

- Update from Audit Review.
- Marketing the schools to increase student enrollment
- Financial report from the Director/Bookkeeper
- Fund raising and grant opportunities
- Open Items

Dr. Henson will begin the meeting on time to ensure we end on time. We did receive the contract from Director Baldwin but it did not include the signature page, I will ask her about her signing. She initialed the first page I will bring the contract to the meeting. We also made the final payment for the renovations on last Friday in the amount of \$10,492.80.

Thursday, January 8, 2014

AAE FORMATION BOARD MEETING

MEETING MINUTES

JANUARY 09, 2014

[6:50 PM]

[IN PERSON MEETING]

MEETING CALLED BY	Barbara Conway, President
TYPE OF MEETING	AAE Board Meeting
FACILITATOR	6:50PM- 7:14PM Derek Henson, Vice Chair and 7:14PM Barbara Conway, CHAIR
NOTE TAKER	LaJoyce Harris
TIMEKEEPER	Official start time 6:50 pm (open prayer by Preston King)
ATTENDEES	B. Conway, L. Webber, D. Henson, P. King, A. Baldwin and L. Harris (B. Anderson via phone)

ARTICLE I. MEETING MINTUTES APPROVAL

Section 1.01 Meeting 11-05-13 Minutes approved with the addendum of Donation made U of M coach and Safety Training.

- (A) MOTION MOVED BY L. WEBBER, 2ND BY P. KING. ALL IN FAVOR: 4 YES- D. HENSON, P. KING, L. WEBBER, AND L. HARRIS. 0-NO, 1- ABSENT (B. CONWAY)

ARTICLE II. AAE INTERIM EXECUTIVE DIRECTOR CONTRACT AGREEMENT:

Section 2.01 Interim Executive Director A. Baldwin has not signed contract agreement.

- (A) INTERIM EX. DIRECTOR HAS ONLY INITIAL ONE PAGE OF CONTRACT. COMPLETE CONTRACT NOT SIGNED.

ARTICLE III. AAE SCHOOL OPERATIONS UPADTE

Section 3.01 Audit workshop held in December 14, 2013

- (A) 2 AUDITS: INTERNAL AND EXTERNAL
(B) INTERNAL- POLICY
(C) EXTERNAL- FINANCIALS & STATE REQUIRED ASSURANCE, WILL NEED A CPA TO COMPLETE.

(i) B. SAWYER, CPA WAS RECOMMENDED TO AAE. WE ARE REQUESTING A PROPOSAL AND PAYMENT OPTIONS. THIS IS A MUST EXPENSE.

Section 3.02 Request of all board minutes and pictures

- (A) BOARD PICTURES AND BIO ALREADY SUBMITTED IN SEPT 2013. WILL SEND MINUTES.

ARTICLE IV. BOARD UPDATES

Section 4.01 Post governing Bylaws on website and re-submit Bylaws to Ex. Director and Staff

- (A) FOR THE UNDERSTANDING OF THE SCHOOL OPERATIONS WITH AFFILIATION TO THE BOARD AND THAT ALL PARTIES MUST ABIDE BY THE BYLAWS AT ALL TIME WITH NO EXCEPTIONS

Section 4.02 Marketing strategy to support school needs:

- (A) INCREASE ENROLLMENT AND AWARENESS
- (B) GRANT WRITING: THERE ARE TWO GRANTS WE CAN APPLY FOR BY FEB
- (C) LARGER DONORS
- (D) MAJOR FUNDRAISERS

ARTICLE V. HR & ENROLLMENT:

Section 5.01 Student Body: 31 total students, including the 2 enrolled and 1 withdrawn due to illness.

Section 5.02 Board has requested again for a breakdown of all positions, job descriptions, and contract agreements for review, including construction, IT, anyone providing a service to AAE whether volunteer, contract, full time and/or part time.

Section 5.03 Current AAE Staff:

- 2 TEACHERS- FULL TIME EMPLOYEES
- 1 TEACHER ASSISTANT- PART TIME CONTRACTOR
- 1 SPECIAL ED- PART TIME CONTRACTOR
- 1 NURSE- PART TIME CONTRACTOR
- 1 CUSTODIAL- CONTRACTUAL
- 1 SCHOOL SECRETARY- FULL TIME EMPLOYEE
- 1 BUSINESS MANGER/BOOKKEEPER & PERSONNEL- CONTRACTUAL
- 1 EXECUTIVE DIRECTOR – CONTRACTUAL

ARTICLE VI. FINANCE:

Section 6.01 Proper Financial Reports were not provided. Board requested detail reports of P/L, General Ledger, and Itemized Expense Report.

Motion to move, for proper detail reports to be submitted from AAE to Board by 5th of each month Moved by D. Henson, 2nd by L. Webber, all in favor Vote: 5- Yes, 0- No. (B. Conway, D. Henson, L. Harris, P. King, and L. Webber)

Section 6.02 BEP funds have been reduced due to low enrollment. School needs more resources immediately to sustain daily operations.

- (A) SCHOOL CAN NOT SUSTAIN ON IT'S OWN WITH JUST STATE FUNDING AND GRANTS. NOTE: GRANTS WE WERE AWARDED ARE ABOUT TO EXPIRE
- (B) SUGGESTED TO TAKE A LINE OF CREDIT WITH CREDIT UNION
- (C) REVIEW ALL EXPENSES TO DETERMINE ALTERNATIVES AND MUST NEED TO MOVE FORWARD OF HIRING EDUCATOR LEADER, STATE COMPLAINE CONTRACT FOR AUDITING, OPERATION COST, ETC.

Section 6.03 All Board Members must give or raise at least \$1000 a year in addition helping with other fundraisers, and submit names for donations.

ARTICLE VII. OTHER ISSUES/CONCERNS

Section 7.01 Health Insurance Cost for current employee.

- (A) RESEARCH OBAMA CARE ACT AS AN ALTERNATIVE AND SEE IF WE QUALIFY FOR THE PROGRAM.
- (B) BOARD SUGGESTED AAE STAFF ATTEND WILLIE HENRY WORKSHOPS ABOUT OCA.

ARTICLE VIII. NEXT MEETING:

- (A) OSC SPONSORING BOARD AND AAE PREIDENT MEETING THURSDAY JAN 11, 2014
- (B) PUBLIC BOARD MEETING FEBRUARY 11, 2014

ARTICLE IX. NEW ITEMS TO DISCUSS FOR NEXT MEETING:

Section 9.01 Official reports & current contracts

- (A) BOARD RECOMMENDATIONS OF FINANCIAL ADJUSTMENTS AND ALTERNATIVE PLANS

Section 9.02 Hiring an Educator, Principal for School

ARTICLE X. MEETING ADJOURN

- (A) MOTION MOVED BY D. HENSON AT 8:44PM FOR MEETING ADJOURN, 2ND BY P. KING