

BOARD OF DIRECTORS



AAE FORMATION BOARD MEETING MINUTES

AUGUST 26, 2013

[5:45PM]

[PHONE CONFERENCE]

MEETING CALLED BY	Barbara Conway, President
TYPE OF MEETING	Formation Board Meeting
FACILITATOR	Barbara Conway, President
NOTE TAKER	LaJoyce Harris
TIMEKEEPER	Official start time 6:05 pm – 7:00 pm (open prayer by D. Henson)
ATTENDEES	B. Conway, L. Anderson-Webber, D. Henson, P. King and L. Harris

Agenda topics

[TIME ALLOTTED]

INTERIM EX. DIRECTOR AGREEMENT

[BY: BARBARA CONWAY]

DISCUSSION	Changes to the contract to specify start and end date, selection process will take place before or by Jan 2014, And reporting to the governing board monthly of any updates regarding the operations, facility, finances and/or staffing.	
CONCLUSIONS	Board agreed that Position Title: Interim Ex. Director for no longer than 1 st school year Aug 2013-May 2014. Board will start selection process to bring in an educator for the principal role no later than Jan 2014. Board will establish and enforce proper protocol for Interim Ex. Director to report the governing Board by state regulations.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make final adjustments and send via email to Pastor and Annette for final agreement (goal to send out later today Monday, August 26, 2013)	B. Conway	Tuesday 27 th

[TIME ALLOTTED]

[INTERIM EX. DIRECTOR JOB DESCRIPTION]

[BY: BARBARA CONWAY]

DISCUSSION	Minor changes to reflect contract agreement such as title, reporting structure, and the staff to be overseen.	
CONCLUSIONS	Made changes based on last meeting discussion. All Board members accepted the revised job description with the changes.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make revision and send along with contract agreement via email. (goal to send out later tonight Monday, August 26, 2013)	B. Conway	Tuesday 27 th

BOARD OF DIRECTORS



[TIME ALLOTTED]

[BOARD UPDATE FROM INTERIM EX. DIRECTOR
AND PROPER REPORTING]

[BY: BARBARA CONWAY]

DISCUSSION	Interim Ex. Director not following proper protocol of reporting to the board and updating with matter regarding the school operations, facility, finance, and staff.	
CONCLUSIONS	Board will re-establish protocol for reporting to the board in a timely manner and make sure expectations are clear and state guidelines are being followed & understood. Board request for a meeting September 10, 2013 at 5:45 pm at AAE. Interim Ex. Director will have to provide an updated detail report for Board Review of the following: Overall Operation Review: Facility Update (scope of work & provide all contract agreements and layout of the school), Detail Finance Report (P & L, Balance Sheet, and General Ledger along with supporting documents i.e. receipts/invoices), and staffing (Names, Resumes, Position, Contract Agreement, Open positions)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send request for meeting for a full update of the school and inform us of any area(s) that need to be closed, where board may assist in closing gaps or processes. Meeting date: Sept 10 th , 2013 @5:45pm @ AAE	B. Conway	Tuesday, 27 th

[TIME ALLOTTED]

[SPENDING ALLOWANCE AND PROPER REVIEW
BY THE BOARD]

[DEREK HENSON]

DISCUSSION	To revisit spending limits. Although a spending limit of \$5k (per President, B. Conway) has been previously approved; the board should still review invoices/receipts to validate spending for auditing purposes. As of now the board has not been informed of anything.	
CONCLUSIONS	Unacceptable process and must be corrected. Based on review of finances the Board can determine spending at any time. Request for all expenditures in Operations Review Report.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
We will request receipts/invoices as a part of her update report for September 10 th meeting.	B. Conway	Tuesday 27 th

[TIME ALLOTTED]

BOARD MEMBERS

[BY BARBARA CONWAY]

DISCUSSION	Re-structuring Board to ensure correct amount of members and board type, including having a parent of school on the board. President, B. Conway would like to bring on Bill Bolden as our other board member, a representative of the OSC board and financial background.	
CONCLUSIONS	All existing Board members if you would like to make a referral to the board. Please submit a referral and resume/bio of candidate for review to all board members. Formation Board will stay in place for first school year to ensure a proper hand off to a new board approved by Formation Board and Interim Ex. Director and Pastor to carry on the school. All existing member who wish to stay must submit resume for consideration at that time of replacement.	

BOARD OF DIRECTORS



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
President, B. Conway will ask Bill Bolden about coming on board and for him to submit his resume/bio for review.	B. Conway	Before Sept 10th
All who wish to refer a person for the board submit resume/bio at next meeting	All Board Members	Before Sept 10 th

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	<p>Board Etiquette: Establishing Proper protocol on how the school should be ran and reporting to the board. Board Member Derek Henson will provide training to the board so that we are able to carry out our lawful duties professionally and establishing our mutual responsibilities between Interim Ex. Director, School and Board. This date will be determine at the next meeting Sept 10th.</p> <p>(L. Harris also recommends that we bring in Megan Motley since we have a contract with her to conduct social media etiquette and make sure we are active on those sites to help drive traffic to the school. Note: this was not stated in the meeting)</p>