

Bay Haven Foundation

MEETING MINUTES from September 8, 2011

1. Call to order. Meeting was called to order, and the roll was taken as follows:

Foundation Board of Directors

President	Marty Perrett	Present
Vice President	Vivienne Reilly	Present
Treasurer	Lisa Thompson	Absent
Secretary	Avery Adcock	Present
Member at large	Rodney Friend	Absent
Member at large	Chuck Tucker	Present
Member at large	Jerry Brown	Present
Member at large	Percy Thomas	Present
CEO	Dr Tim Kitts	Present
Board Liaison	Tiffany Ennis	Present

2. Approval of the agenda. The agenda was amended (*to include Dr Kitt's email as a topic for discussion*) and approved.

3. Approval of the minutes. The minutes of our first meeting (Aug 8, 2011) were unanimously approved (see attached).

4. Presidents Report. Marty gave us a favorable report on the Open House / Orientation activity at both schools. He and Dr Kitts (plus several of the Foundation Board Members) passed out the general interest solicitation forms. They report making contact with 98%+ of the parents, and that forms and checks were flowing in already. Our newly hired administrative assistant (Connie Cox) was introduced, and her Job Description for the new Administrative Assistant was approved (see attached).

5. Financial / Treasurer Report. Our 2011 starting point was reported as \$28,323.76. Marty suggested setting our goals by a percentage & raising every year. This prompted a good discussion about our goals (\$30,000-50,000) for the 2011-2012 fiscal year. It was agreed that we needed a treasurers' report of last year's numbers (broken down by event or category) by the next meeting to make better projections. It was also agreed that Tiffany would get with Lisa, our treasurer, and assist in setting up the Balance Sheet portion of our group's Financial Statement.

6. Fundraisers Reports / Discussion

- ***Dr Kitt's Memo***

This memo provided a good launching point for our discussion of the mission and focus for the Foundation.

- **Winter Social**
 - Chair - Vivienne Reilly
 - Co-Chair – Michelle Kinard
 - Administration Representative – Meredith Higgins
 - first committee meeting in October ?
 - event in late January again.

- **Golf Tournament**
 - Chair – Chuck Tucker
 - Co-Chair - David Scholl ???
 - Administration Representative – Tim Kitts
 - first committee meeting ??? event in March (24th or 31st?)

- **Fishing Tournament**
 - Chair – Avery Adcock
 - Co-Chair – Percy Thomas & Jay ?
 - Administration Representative - Larry Bollinger
 - First committee meeting ???
 - Event in May, most weekends too busy (12th maybe?)
 - Or it may move to either April or June
 - St Andrews marina was selected as the prime location

- **Charitable Contributions**
 - Employee Contributions ... *Larry & Meredith in charge*
 - number of participants & total per pay period

 - Monthly Contributions / CC - Debit Card - Bill pay
 - number of participants & total per month

 - One time Contributions / Annual gifts / Business gifts
 - number of contributions & total amount

 - Scholarship Program
 - number of scholarships & total amount

- **Other Fundraiser Ideas**
 - Brick Pavers (cost / production / marketing / general info)
 - *We need to get Jackie Keller to bring info to next meeting about this program and it's costs.*

- Competing Events within the BHCA / NBHCA family. *We really need to carefully coordinate our activities to avoid conflicting with other Bay Haven fundraising organizations' efforts.*

7. New Business. The following topics were openly discussed;

Working Database of Supporters. We first need an accurate list of all parents, and their employers. Determine their level of support (and type), volunteer time, cash donations, or merchandise/services.

Foundation Website. We need to get our website up & running. We need a link on website for our Foundation Partners. Send recommendations in email blast (business can rebate back to Foundation). Several options include:

Donate Supplies

Pay \$100 to be Foundation Partner (logo & link to your site)

Pay \$500 to be Featured Partner (show on all 3 websites for 1 month)

Scholarships

Thanking our Givers. It was agreed that letters of appreciation, and/or hand-written thank you notes were important. The goal was established of thanking all givers within 30 days. Follow-up Phone Calls are important (15% return?), too.

“Brought-to-you by” ... signage. Chuck made a suggestion that the Foundation spend a modest amount and have small, permanent signs made & installed around both campuses... pointing out what the Foundation has paid for in the past, including playground, computer lab, the gym, band instruments, etc.

Community Outreach. We discussed sponsoring a table at the next Gulf Coast State College function, in an effort to give back to the community. It was suggested that maybe this table should be paid for by individual board members, not necessarily from the Foundation funds. Jerry Brown will check on this for us.

8. Paving the NBHCA High School Drop-Off Driveway. Dr Kitts asked the Foundation to pay for half of a much needed paving project at NBHCA; the drop-off & parking for high schoolers (next to the Gym). This tenant improvement would enhance the safety of dropoff, be warmly received by our Lessor, and allow the foundation to highlight its ongoing mission of capital improvements (we would definitely want to put up a sign for 10+ days, taking credit). The estimated costs are about \$12,000. A motion was made, duly seconded and unanimously approved to pay for 50% of the costs of this project (not to exceed \$5,000). Dr Kitts was authorized to get bids and try to reduce the price for this work.

9. Merchant Servicing. A motion was made to change our credit card processing to Merchant Management Group (MMG), as it would save us money (better rates). The motion was properly seconded and unanimously approved. *NOTE: Marty recused himself from the voting, and Rodney was not present (as both had potential conflict-of-interest).*

10. Scheduling Foundation Board meetings. We unanimously agreed to hold all future meetings on the 2nd Thursday of each month, at 11:00am, in the BHCA conference room.

11. Next Foundation Meeting. So the next meeting was scheduled for Thursday, 11am, October 13th, at BHCA's conference room.

12. Adjournment. Meeting was adjourned about 1:10pm.

DR KITT'S MEMO (9/7/11)

Please take a look at this and provide feedback so that we can continue the quest we have begun at the orientations and Open Houses.

The Bay Haven Charter Academy, Inc Foundation represents all North Bay Haven and Bay Haven students. The foundation was created to raise money to support capital projects, provide scholarships for future graduates of our high school program and ensure a sense of family for the mission of the schools.

There are three locations for money to find its way to support the mission. The Bay Haven Business Partnerships, The Foundation Partnerships and The North Bay Haven Business Partnerships. Each school has worked with various businesses, normally owned by parents or grandparents of students attending the school. These dollars have gone to support capital needs at the school site like: the Bay Haven gymnasium, reducing the cost of field trips, scholarships for students to attend Space Camp or Williamsburg, physical improvements like the playground canopy and teacher equipment for classroom instruction.

The Foundation has used its proceeds to help pay for the Bay Haven gymnasium floor, the North Bay Haven band instruments, a mobile computer lab, the Bay Haven Honors Plaza, etc...

The Foundation will create a database of Foundation Business Partners to be placed on the websites. We will encourage our parents to patronize these family businesses or the place you work. For \$100 we will put your business logo, all pertinent contact information including email addresses and telephone numbers on the page. We ask that you contact Connie Cox at 248-3500 for information about the partnerships. Some of our current partners provide 10% off the price of doing business if you are a Bay Haven or North Bay Haven parent. Some give 10% of the total price to the schools. Others provide gift certificates to the Winter Social or Golf Tournament. Quite a few are writing checks for tax deductible contributions. Many are giving \$5.00, \$10.00 or \$20.00/month to support the Foundation. Please seek to support your child's school.

We are embarking on huge projects with the advent of building new schools. We will only qualify for so much financing. The rest is up to us to raise.

The Bay Haven Foundation raises money for capital projects and scholarships for Bay Haven and North Bay Haven. With budget cuts and the lack of equitable funding for charter schools it is imperative to have our family and friends support the mission and future of our schools and children.

Charitable Contributions Program

1. Family or Business donates an annual gift to the Foundation. Please contact Dr. Kitts to discuss.
2. Family or Business enrolls in a monthly donation program where a specific amount is debited from their credit card account. This is controlled by the donor and all information is protected and secure.

You may sign up for 12 or 24 months and then you must renew. This is not perpetual.

3. Scholarship program. Family or Business may offer a gift for student scholarships and name the gift on behalf of a person or entity of their designation. You will need to contact Dr. Tim Kitts, CEO or Mr. Marty Perrett, President of the Foundation.

Fundraising social events this year Check one or more

Golf tournament _____

Winter Social _____

Fishing Tournament _____

How can you contribute? Check all that apply.

Business contribution of money, gift certificates, services, sponsorships, manpower.

Family contribution of money, services, sponsorships, manpower.

Serve on committee

Foundation Board Members

(children at NBH or BH)

Marty Perrett, President NBH & BH

Chuck Tucker, Member at Large BH

Vivienne Reilly, Vice President BH

Jerry Brown, Member at Large NBH

Avery Adcock, Secretary NBH & BH

Rodney Friend, Member at Large BH

Lisa Thompson, Treasurer NBH

Percy Thomas, Member at Large NBH

Dr. Tim Kitts, CEO NBH

Tiffany Ennis, Board Liaison NBH

Bay Haven Foundation

MEETING MINUTES from August 8, 2011

1. **Meeting Called to Order.** The meeting was called to order by Dr. Tim Kitts.
2. **Attendance.** Most of the officers & members from last year were in attendance, plus a few new people interested in serving. Those in attendance were:

Dr Tim Kitts	Present
Lisa Thompson	Present
Rodney Friend	Present
Vivienne Reilly	Present
Marty Perrett	Present
Chuck Tucker	Present
Avery Adcock	Present
Michelle Kinard	Present
Tiffany Ennis	Present
Percy Thomas	Present
Jerry Brown	Absent
Jennifer Elmore	Absent

3. **Election of Officers & Members at Large.** The following persons were elected to serve during the 2011-2012 school year;

Marty Perrett, President
Vivienne Reilly, Vice President
Avery Adcock, Secretary
Lisa Thompson, Treasurer
Chuck Tucker, Member at Large
Jerry Brown, Member at Large
Rodney Friend, Member at Large
Percy Thomas, Member at Large
Dr. Tim Kitts, CEO
Tiffany Ennis, Board Liaison

4. **Financial Report.** The bank account balance at Prosperity Bank was approximately \$28,000 ... this was the carryover from last year.

5. **Hiring an Administrative Assistant.** It was determined that our fundraising efforts would be significantly enhanced this year if we hired a part-time, contract-labor, administrative data specialist to assist the foundation. Dr. Kitts was asked to write a Statement of Work, to define the tasks required for this position. Dr. Kitts was authorized to interview candidates and hire a suitable person (preferably in-house) for the job. We approved this person one semester at a time, with initial go-ahead given for the Fall Semester only. A \$6000 total funding level was established (~\$3000 per semester).

6. **Commitment Form.** Dr Kitts had prepared a draft form, to be used during Open House activities at each school, which would solicit financial commitments and/or volunteer interest from parents wishing to support the Foundation. This form would be finalized in the next 2 weeks, and ready for the start of school.

7. **Fundraisers.** Last year's fundraisers were discussed, and plans made for this year.
 - a. The biggest fundraiser for last year was the Winter Social; it was a big success and netted us about \$11-12k. Vivienne Reilly volunteered to chair this important effort again. We expressed confidence that she and her committee would be able to repeat last years' experience.

 - b. The next fundraiser discussed was the golf tournament. Apparently David Scholl did a fantastic job as chair of this effort last year, and it raised a strong amount. David was not present, but sent word that his job duties have been expanded (including travel) so he will not be able to chair this event again. But he was open to being on the committee and helping those who would lead this years tourney. Chuck Tucker volunteered to lead this effort, with David as co-chair?.

 - c. The final fundraiser discussed was the fishing tournament. This idea never got off the ground last year. But everyone thought it was still a good idea. Avery Adcock agreed to chair this effort, with Percy Thomas as co-chair.

The tentative timeframe for these 3 big fundraisers was suggested to be:

- i. Winter Social – Jan 2012
- ii. Golf Tourney – Mar 2012
- iii. Fishing Tourney – May 2012

8. **Schedule next Meeting.** The next meeting of the Foundation Board was set for September 8, 2011 at 11:00am in the BHCA conference room.

9. **Meeting Adjourned.** The meeting was adjourned about 8:15pm.

Bay Haven Foundation – Contract Position

Position: Administrative Assistant
Compensation: \$3,000.00 through January 1, 2012
Reports to: Foundation Board of Directors and CEO

Job Description:

Accurately and timely maintenance of the Foundation website inclusive of:

1. Foundation Board members: names, contact info, dossiers, pictures, offices held
2. Meeting minutes
3. Financial Reports
4. Calendar of events
5. Event and informational fliers
6. Foundation newsletter

Develops and maintains a complete up to date database of all North Bay Haven and Bay Haven parents inclusive of:

1. Name, address, all contact numbers, email addresses for home and business
2. Work place and job responsibilities

Schedules and organizes, in cooperation with the Foundation President and CEO, all Board of Directors meetings. Effectively:

1. Emails notice of meetings to all Board members in advance of meetings to include the time, date, day and location of meetings.
2. Arranges for (books) the location.
3. Provides the Foundation Board member books with agenda, minutes, elements of the agenda for review.
4. Emails agenda, board book information, minutes of pending meeting in advance of meetings upon approval of the President of the Board.
5. Emails meeting results and pertinent information from meetings to absent members of the board.

Conducts:

1. Direct mailing to clientele or businesses as approved by Board or President.
2. Email blasts to clientele of businesses as approved by the Board or President.
3. Scheduling of Board members to attend and speak at PTSP meetings and events, Athletic events, Open House and Orientations.
4. Processing the credit card and or ACH for the monthly giving and making the deposit from the Employee giving each pay period.

Contacts:

1. Clientele through email, direct mailing, telephone, twitter, facebook.

Arranges for:

1. Teams to make phone calls to clientele and businesses for the following Board of Director programs;
 - a. Individual membership
 - b. Business membership
 - c. Business Partnerships
 - d. Individual contribution
 - e. Business contribution
 - f. Support of Golf tournament, Winter Social, Fishing tournament (financial, volunteer on committee, contribution of services or gift of material item)
 - g. Gift to Scholarship program
 - h. Purchase for "Brick Paver" program

All other duties as assigned.