

**Bay Haven Charter Academy Inc. Foundation
Board Meeting Agenda**

Time: 10:00am

Date: 03-08-12

Location: BHCA Board Room

- 1. Call to order**
- 2. Approval of the agenda**
- 3. Approval of the minutes from last meeting**

- 4. Presidents Report**

- 5. Financial / Treasurer Report**

- 6. Fundraisers Reports / Discussion**
 - **Winter Social Report**
 - uncollected auction money? Net income from event.
 - **Golf Tournament**
 - Tournery date - 04-14-12 / chair - Chuck Tucker / co-chair - David Powell
 - **Fishing Tournament**
 - moved to 2013 / chair - Avery Adcock / co-chair - Percy Thomas

- 7. Charitable Contributions discussion**
 - **Employee Contributions**
 - **Monthly Contributions / CC - Debit Card - Bill pay**
 - **One time Contributions / Annual gifts / Business gifts**
 - **Scholarship Program**
 - **In kind giving - from businesses**

- 8. Foundation signs (This project was funded by the BHCA Inc. Foundation)**
 - **Update from Chuck Tucker**

- 9. Funding requests**
 - **Florida Interscholastic Athletics Administrators Conference Request**
 - **Updates**
 - **NBH Band - PAID**
 - **NBH Football - PAID**
 - **Paving project at NBH - Paving will not immediately take place.**
 - **NBH Baseball - PAID**
 - **NBH Basketball - Basketball program has not submitted invoices**

- 10. BHCA, Inc Teacher/Employee of the year program update**
 - **Tim Kitts**
- 11. Website update**
- 12. New Business**

- 13. Confirm next Foundation Board meeting date**

- 14. Adjournment**

Bay Haven Charter Academy Inc. Foundation Board Meeting MINUTES

Time: 10:00am

Date: 3-8-12

Location: BHCA Board Room

1. Call to order. Marty called the meeting to order, roll was taken, and it was established that we had a quorum. Those in attendance were:

President	Marty Perrett	Present
Vice President	Vivienne Reilly	Absent
Treasurer	Lisa Thompson	Present
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	Absent

2. Approval of the agenda. Motion was made by Chuck, seconded by Avery and unanimously approved to accept the agenda with no changes.

3. Approval of the minutes from last meeting. Minutes from our last meeting are not available yet. So we deferred approval of the minutes from last meeting until next time.

4. Presidents Report. Marty introduced Catherine Hatcher as our new Administrative Assistant, for the Spring 2012 semester. She took over a few weeks ago, and will assume the second half of our 2011-2012 contract for support (valued at \$3000).

5. Financial / Treasurer Report. Lisa Thompson reported that the bank balance was currently \$30,887.59.

6. Fundraisers Reports / Discussion

- **Winter Social.** Vivian reported that our actual net amount earned was;

Revenue	\$ 13,459.00
Expenses	\$ <u>9,400.69</u>
Net Income	\$ 4,058.31

- **Golf Tournament.** Chuck Tucker and David Powell (co-chairs) have set the new date now as April 14, 2012.

7. Charitable Contributions. No discussion.

8. Foundation signs. Lisa Thompson's husband (Stony) produced some example signs that everyone liked. So a motion was made to approve full production & reimbursement for these signs (initially 14 of them at \$18 each). Motion made by Avery, seconded by Percy, and unanimously approved. Need to remember that the Baseball capital improvements that we funded need a sign.

9. Funding requests.

NEW REQUEST (FIAACS Request from Debbie Funkhouser for \$175). Initially this request was approved (Avery made motion, Percy seconded). But after subsequent discussion, this approval was rescinded. The consensus was that it does not meet our criteria for Funding Requests (mainly that they be for CAPITAL EXPENDITURES). It was recommended to Dr Kitts that this request be submitted instead to the PTSP.

Updates on OLD REQUESTS:

Band, Football, Baseball have all been paid.

Basketball has not submitted invoices.

Paving did not take place (replaced with smaller scale re-gravelling project).

10. Teacher/Employee of the Year. Dr Kitt's gave the board an update. A meeting was held on 3/6/12 by the "Teacher of the Year" committee (8 in attendance) with discussion centered on; this event being Foundation-Sponsored, have more engaging Selection Criteria (more team-building focus, less competition), giving winners a special Purpose in holding this honor ("Round Table" of improvement ideas), and possibly changing the title from TOTY to Engine Awards.

11. Website Update. Catherine stated that the website (bhcafoundation.org) was officially published now. She asked for everyone's help in getting pictures and biography paragraphs turned in (so she can publish on the website). She asked for Avery's help in getting the minutes from our 1st and 7th meetings finalized, so they can be published. Our March 2012 ***Featured Business Partner*** for the website is "Therapy One".

12. New Business. Dr Kitt's brought a special funding request to the boards attention. It was for \$850, from NBHCA, and for the purpose of filing for Tax Exempt status for the NBH boosters. After brief discussion, it was the consensus that this was not a Capital Expenditure. This request was deferred until the next meeting, with instructions to ask Ms Funkhouser or Miss Higgins for clarification.

13. Next Foundation Board meeting. Next meeting is confirmed as April 12, 2012, to be held at 10:00am, in the BHCA conference room.

14. Adjournment. Meeting was adjourned at 11:45am.