

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

Time: 10:00am

Date: 04-12-12

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**
 - Is there any uncollected auction money?
 - **Golf Tournament**
 - Tourney 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)**
 - sign placement update

- 9. Funding requests - Are expiration dates needed????**
 - 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: 4-12-12

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	Present
Treasurer	Lisa Thompson	Present (came in late)
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	Absent
Board Liaison	Tiffany Ennis	Absent

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

3. Approval of the minutes from last meeting. A motion was made by Marty, seconded by Chuck, and unanimously approved to accept the March meeting minutes (with one change, we added the website address). *NOTE: The February meeting minutes were approved electronically during the last week of March. Vivienne made the motion by email, Jerry seconded by email, and approval was unanimous. Catherine has been instructed to publish them.*

4. Presidents Report. Marty did not have a report.

5. Financial / Treasurer Report. Lisa Thompson reported that the bank balance was currently \$36,154.70. She reminded us that we don't take AMEX (and yet our forms still say we do, so must be changed).

6. Fundraisers Reports / Discussion

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

Revenue	\$ 15,185.00
Expenses	\$ <u>9,185.71</u>
Net Income	\$ 5,999.29

NOTE: And we still have 2 outstanding auction items unpaid

- Golf Tournament. Chuck Tucker reports we currently have 15+ teams signed up, over \$10,000 in pledged cash & merchandise, and expect to make about \$6,000-8,000 in Net Income from this event. A special golf tournament committee meeting is scheduled immediately following the Foundation meeting. Mr David Scholl (*last year's golf tourney chair*) has been instrumental in helping with this year's tournament. So the Board made special recognition of this fact.
- Fishing Tournament. Avery stated he could not be the Fishing Tournament chairperson for 2013, and asked the board to solicit another person.

7. Charitable Contributions. Marty mentioned a desire to set a fundraising goal for next year, and publish it in graphical form (a thermometer, or gage?). Then measure our progress as we go along, with the idea being to recognize/stimulate on-going giving.

8. Foundation signs. We didn't get an update on this topic (the signs we're talking about are the "Brought to you by... the BHCA Foundation" type). Lisa & Stony Thompson have made the signs. But we haven't decided how & where to post them yet? It was suggested we take pictures of these signs and put them on our website.

9. Funding requests. ***Updates on OLD REQUESTS:*** Our Basketball Program still has not submitted invoices (Marty will prompt again, give them deadline). ***NOTE: We need an expiration date on these Funding Request forms (Ave will do this).***

10. Teacher/Employee of the Year. No report.

11. Website Update. Catherine stated that the website (bhcafoundation.org) was modified (thanks to her husband, Mr Jeremy Hatcher) to fix the glitch we had on "accepting payments". An official thanks is hereby extended to this wonderful Bay Haven dad. The "***Featured Business Partner***" for this month (April 2012) is Dan's Pawn. Catherine repeated her call for everyone's help in getting pictures and biography paragraphs turned in (so she can publish on the website). Several board members complied on-the-spot, so this task should be complete soon.

12. New Business. Catherine Hatcher is our new Admin Assistant, and we've agreed to pay her \$3000 for the 2nd half of this fiscal year (which ends 6/30/12). In compliance with the board's previous decision to pay this position monthly, it was decided to divide her \$3000 stipend into 6 months (Jan-Jun)... which comes to \$500 per month. She was instructed to prepare invoices for Jan (prorated from 1/21/12), Feb, and March... then present them to Lisa for immediate payment. She will then bring her monthly invoice to each meeting, and receive approval & payment at the meeting.

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

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