

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

Time: 12:30 pm

Date: 09-18-12

Location: Dr. Kitts Office

- 1. Call to order**
- 2. Approval of the agenda**
- 3. Approval of the minutes from the 08-16-12 meeting**
- 4. Financial / Treasurer Report**
 -
- 5. Fundraisers Reports / Discussion / Chair positions**
 - **Winter Social Report**
 -
 - **Golf Tournament**
 -
 - **Fishing Tournament**
 -
- 6. Foundation contribution methods**
 - **Current:**
 - **Employee Contributions**
 - **Individuals Monthly Contributions / CC - Debit Card - Bill pay**
 - **One time Contributions / Annual gifts / Business gifts**
 - **Scholarship Program (read Norma Kealy email)**
 - **In kind giving - from businesses**
 - **Future:**
 - **gifts of appreciated stocks/mutual funds**
 - **charitable remainder trust**
 - **transfer of land**
 - **charitable gift annuities**
 - **designating the foundation as a beneficiary of an insurance policy**
- 7. North Bay Haven Capital Campaign**
 - **9/24/12 - All boosters, coaches & key people meeting NBH/BHCA**
 - **10/1/12 - both PTSP's to meet**
 - **10/4/12 foundation board @ BHCA board meeting**
 - **10/27/12 Mill Bayou Campus "Walk the Dirt" day**
- 8. New Funding requests**
 -
- 9. Website**
 - **Professional appearance**
 - **monthly check for updates / report uploading / donation page (explaining methods) / Bios, pics /**
- 10. New Business**
- 11. Confirm next Foundation Board meeting date**
- 11. Adjournment**

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

Time: 12:45 pm

Date: 09-18-2012

Location: Dr. Kitts Office

1. Call to order 12:53 pm

- Need to clarify if Avery will continue as Member at Large

President ~ Marty Perrett	Present	Member at Large ~ Rodney Friend	Absent
Vice President ~ Vivienne Reilly	Present	Member at Large ~ Chuck Tucker	Absent
Treasurer ~ Lisa Thompson	Present	Member at Large ~ Jerry Brown	Present
Secretary ~ Keri Todd	Present	Member at Large ~ Percy Thomas	Absent
CEO ~ Dr. Tim Kitts	Present	Board Liaison ~ Tiffany Ennis	Absent

2. Approval of the Agenda

- Motion to approve: Dr. Kitts
- Motion seconded: Jerry Brown

3. Approval of prior meeting minutes

- Motion to approve: Jerry Brown
- Motion seconded: Vivienne Reilly

4. Financial / Treasurer Report

- \$18,270.16 current balance, after payment of the computers for \$15,910.0
- Marty ~ When we move into the capital campaign, we are expecting funding to skyrocket
 - o Foundation needs to take the next step to prepare for the expected growth
 - o System of Financial reports need to be created in preparation of the Capital Gains Campaign
- Lisa ~ W-9 for taxes, need a balance sheet, need to be ready for money to start coming in
- Lisa ~ Mail to the foundation is stored in the Bay Haven safe until Lisa picks them up

5. Fundraisers Reports / Discussion / Chair positions

- Winter Social Report
 - o Vivienne, nothing to report
 - o Lisa, do we have a date yet?
 - o Answer Not yet
 - o Normally the date is the end of January, but may change the date because of using Sharky's as the venue, possibly a Luau theme
- Marty ~ Lets back-up a minute to introduce the new secretary / admin assistant Keri Todd, she serves as the secretary for several booster clubs at North Bay Haven
- Golf Tournament
 - o Traditionally chaired by Chuck Tucker, not present at the meeting
- Fishing Tournament
 - o Avery and Percy trying to get started, what are the thoughts on this?
 - o Dr. Kitts ~ Winston Chester has indicated he will help with the event, with the assistance of Percy Thomas
 - o Winston knows how to get people involved and can promote the event on his morning show
 - o Tim ~ will get with Winston to discuss further

6. Foundation contribution methods

- Current (these are ways to promote contributing, when asked)
 - o Employee Contributions
 - o Individuals Monthly Contributions / CC – Debit Card – Bill Pay
 - o One time Contributions / Annual gifts / Business gifts
 - o Scholarship Program (read Norma Kealy email)

- ✓ Amy Kealy Scholarship
- ✓ Tim ~ Norma Kealy teaches science at NBH, her daughter passed away a few months ago
- ✓ Let the foundation establish the parameters, by letting the Kealy family decide on the recipient (minimal GPA, no discipline problems, establish college) 1 year start-up scholarship
 - Question ~ should this be someone in “need”?
 - Answer ~ How would this be determined?
 - a. GPA
 - b. Immediately going to college
 - c. No disciplinary problems
 - d. Basic application with an essay (2 page double spaced essay on their views of community service)
- ✓ Faculty, Kealy family will review and make the decision on the recipient
- ✓ Marty ~ where is the money until it is disbursed?
- ✓ Answer ~ it sits in the Foundation account in a bucket designated for the Kealy Scholarship , the money is disbursed to the school based on the criteria
- ✓ Foundation sets up the parameters for awarding the scholarship, decision made by May 15 each year and will be awarded at the end of year ceremony
- ✓ It is the foundations responsibility to get in touch with previous donors to ask for continued donations
- ✓ Marty ~ whose responsibility is it to keep in contact with previous donors?
- ✓ Tim ~ the admin asst. in conjunction with the president begins contacting past donors in the fall of each year, to re-commit to giving to the same or to a new scholarship
- ✓ Tim ~ the amount of money disbursed to students will be dependent upon the money in the account for that scholarship and how the family wants to divide it
- ✓ We are fulfilling our mission, scholarships, capital campaigns, and support
- ✓ Foundation will send the funds to directly to the school
- ✓ We currently have \$1,960.00 towards the Kealy Scholarship

○ In kind giving – from businesses

- Future
 - Gifts of appreciated stocks / mutual funds
 - Charitable remainder trust
 - Transfer of land
 - Charitable gift annuities
 - Designating the foundation as a beneficiary of an insurance policy

7. North Bay Haven Capital Campaign

- We are going to the next level, the Mill Bayou campus is on the horizon, and this is the kick-off to rally the base, get things moving, these meetings are for the true Bay Haven Base, mandatory for Board Members
- 9/24/2012 – All boosters, coaches, & key people meeting NBH/BHCA
 - 6:30 pm in the Bay Haven Cafeteria , all booster clubs and key parents in each of the clubs, and in the activities are encouraged to attend
- 10/1/2012 – Both PTSPs to meet
 - 6:30 Bay Haven Cafeteria
 - If parents are unable to attend the 9/24, then come to the 10/1
- 10/4/2012 – foundation board @ BHCA board meeting
 - 4 pm in the Bay Haven Library
 - We will present to the BHCA board the capital plan
- 10/27/2012 Mill Bayou Campus “Walk the Dirt” day
 - Everybody is invited, the entire community
 - Fun festive day
 - Tim will talk to the engineers and construction crew about the time
- Todd Thompson will be @ all three of the meetings to discuss the “future” ways to give
 - Foundation members should be there as a resource

- Tim ~ Collins / DAG out of Destin are the construction crew and McNeil Carroll Civil Engineering are the engineers working to prepare, design, and create the future North Bay Haven Campus
 - The west side is of the property is the educational building
 - The east side of the property is the glory side (sports)
 - Mill Bayou Blvd will be addressed tomorrow
 - DNH properties is supply the property
 - West is good in good shape, high and dry for construction
 - East is low grade wetlands and the construction and engineering firms have 1 year to get the property high and dry or we get a different parcel of land for the glory side which is 390 road front
- We had to do a fit to the land (design), so the original plans are no longer the same
 - The “Q” has to be long enough to accept traffic for dropping off and picking up students
- BBNT is who we have lending through, 17.5 & 18 million is our max cap, leaving 14.5 million for hard construction costs, we need 91 class rooms, offices, so \$14.5 million is not enough to complete the campus
 - Bay District Schools is putting language in to build the gym, increasing 14.5 to 19 million
 - Grant writer to work with USTA to build tennis courts
 - Want a tunnel under Mill Bayou Blvd to cross the from side to side or we will have a crosswalk signal to stop traffic
 - We will get firm ground for the glory side and will fence the perimeter if there are enough funds remaining
 - We will have reclaimed water, electricity, sewer on the glory side
 - Cost estimates for building football, baseball, soccer, etc. fields are high
 - Will use LH ball fields until the fields are built
 - Foundation will earmark some money for athletics, but not much
- Additional funding will come from the Bay Haven and North Bay Haven families to buy a classroom
 - Physicians list, we have approx. 25 physicians that we will contact
 - ✓ Ask physicians to help with the health science
 - Attorney list, Keri’s next project
 - ✓ Criminal Justice program (attorneys to buy the classrooms)
 - Engineer (buy the classroom)
 - ✓ Engineering program
 - Vivienne, have the kids write the letters to these potential donors
 - Everyone, that is a great idea
- Funding can also come from gifted stocks to the school, and the school doesn’t pay taxes
 - 401K, same thing
 - We will take land, annuities, trusts, 401K, stocks, we will sell it or invest to raise funds
 - Lists are being put together for ways to donate to North Bay Haven
- Athletic Boosters will raise funds for fields, stadiums, track, etc.
- Capital campaign, to ramp up foundation members and distribute a contact list with a script of what to say when calling
 - Donate directly to the foundation, payroll deduction
 - Cash
 - Land, trusts, etc. are ways people can donate (telethon type event)
 - Calling campaigns to make the initial commitment
 - Rodney Friend, Thompson will call back parents that commit to donating, which in turn helps his business by offering financial advice and planning
- What will the donors get for their donations
 - The will know they are donating to one of the best high schools in Florida
 - The will be recognized in our honors plaza
 - Naming program (classroom) ex \$5,000 to have your name on the classroom
 - Everything on the property is nameable (for sale)
- Bottom line, In order to get the community to contribute, we need our Bay Haven and North Bay Haven families to contribute first

- There will be a testimony from someone who is a Dolphin through and through at the upcoming meetings
- Action items for foundation members:
 - o Recruit members at large
 - o We will need a larger meeting place, can we get a conference room at Prosperity Bank
 - o Marty ~ yes

8. New Funding requests

- Marty ~ Are there any new funding requests?
- Answer ~ No
- Lisa ~ Do we need to open a new account for the scholarship money?
- Answer, it can be separate or combined, doesn't matter

9. Website

- Professional appearance
- Monthly check for updates / report uploading / donation page (explaining methods) / Bios, pictures
 - o Maintain professional appearance, need to get bios from everyone
 - o Donation page on the Website is going through Rodney's business, money is automatically debited from the account
 - o We need to send a thank you and get a 1099 for one time donations
 - o Keri is working with Cathryn to gain access to make the updates received as well as maintain the site going forward

10. New Business

- No new business

11. Confirm next Foundation Board meeting date

- The old meeting time conflicts with Keri's class schedule
 - o Everyone present agreed on the third Tuesday each month, 12:45 @ Lynn Haven Prosperity
- Dr. Kitts is emailing Winston Chester and Todd Thompson to get started on the Capital Campaign

12. Meeting adjourned, 2pm

Action items from 9/18/2012 Foundation Meeting	
Responsible Person	Action Item
Chuck Tucker	Golf Tournament
Vivienne Riley	Winter Social Date and Location
Dr. Kitts	Contact Winston Chester regarding Fishing Tournament
All	Communicate ways to contribute to the foundation ✓ Individuals Monthly Contributions / CC – Debit Card – Bill Pay ✓ One time Contributions / Annual gifts / Business gifts ✓ Scholarship Program ✓ In kind giving – from businesses
Dr. Kitts	Amy Kealy Scholarship qualifications and criteria
Dr. Kitts	Time for 10/27 "Walk the Dirt" day
All	Attend the following upcoming meetings: ✓ 9/24 All Booster Meeting @ Bay Haven Cafeteria 6:30 pm ✓ 10/1 Bay Haven PTSP @ Bay Haven Cafeteria 6:30 pm ✓ 10/4 Bay Haven Board Meeting @ Bay Haven Library 4:00 pm ✓ 10/27 Walk the Dirt @ Mill Bayou time TBD
All	Recruit new Members at Large
All	Next meeting, Tuesday October 16 th at 12:45 pm, Prosperity Bank Lynn Haven