

## Bay Haven Charter Academy Inc. Foundation Board Meeting MINUTES

**Time: 10:00am**

**Date: 1-12-12**

**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 |
| Secretary       | Avery Adcock    | Present |
| Member at large | Rodney Friend   | Absent  |
| Member at large | Chuck Tucker    | Absent  |
| Member at large | Jerry Brown     | Absent  |
| Member at large | Percy Thomas    | Present |
| CEO             | Dr Tim Kitts    | Present |
| Board Liaison   | Tiffany Ennis   | Present |
| Admin. Asst.    | Connie Cox      | Present |

**2. Approval of the agenda.** Motion was made by Lisa to approve the agenda, Percy seconded, and agenda was unanimously approved; with no changes.

**3. Approval of the minutes from last meeting.** Tiffany asked for one correction to the minutes (*removed the note that she had received yellow interest forms for Winter Social from Connie*). Avery agreed to modify the minutes, as requested. Motion was then made by Lisa to approve these “modified” minutes from last meeting (12-08-11); motion was seconded by Percy, and unanimously approved.

**4. Presidents Report.** Marty gave his time to Mr Don Jackson. Don briefed us on the generous offer by the Love family to donate a 36 foot motorboat (1961 Chris Craft Constellation) for use in our Marine Sciences programs. The vessel is currently docked in Panama City at a private residence and needs significant restoration, but supposedly is seaworthy. In 1999, the vessel was appraised for \$27,600 (but that was 13 yrs ago). So our first step would be to get it re-assessed, to determine the extent of repairs needed and appraise value. Don agreed to take the lead on this project, at least for the first several years. He will contact Meredith Higgins at NBHHS to determine how it could be integrated with the high school curriculum (engineering, marine biology, etc). Don will also investigate the feasibility of developing a sponsorship program, so that all repairs & restoration could be provided by vendors at no cost to us. Dry dock arrangements during the restoration would have to be determined (on campus?). Then final decision would be made with regards to; ownership, docking, insurance, etc. Don agreed to work on all these issues and get back to us. The Board is very interested.

**5. Financial / Treasurer Report.** Lisa reported that we have a current balance of \$32,921.35 in our account (as of 12/31/11). So none of the 3 large expenditures that we approved in the fall have been paid;

\$10,000 in capital purchases approved for NBHCA programs  
“up to \$5000” paving contribution to the High School  
\$6000 to Connie for Administrative Assistant tasks

So we still have about \$21,000 in accounts payable. We expect a significant increase in Income/Expense activity in January, as planning ramps up for the Winter Social.

Tiffany agreed to generate a 1099-Misc for Connie’s \$750 received in FY 2011.

Lisa agreed to complete the process of renewing us with the Division of Corporations.

## **6. Fundraisers Reports / Discussion**

- **Winter Social.** Vivian said we are getting the invitations out (by email blast, and mail) this week. All planning is running smoothly, and interest is high. We have been blessed with over 60 donated items (to-date) for the silent auction. The event will be held on January 28, 2012 at the Panama Country Club.
- **Golf Tournament.** Chuck was absent, so no report was available.
- **Fishing Tournament.** Avery has formed his committee and they will meet for the 1<sup>st</sup> time next week.

**7. Charitable Contributions.** No discussion.

**8. Foundation signs.** No discussion.

**9. Funding requests.** All 4 requests (for about \$2500 each) were approved in December, we are just waiting for all purchases to be completed and delivered. The paving project has not been completed, and we did not get a status update from Tim.

*NOTE: Lisa stated that the room at the high school where the existing weight equipment is stored appears to be improperly secured (roll-down door not locked). Lisa has discussed with Meredith Higgins and is assured this will be rectified prior to arrival of new weight equipment.*

**10. Gulf Coast Foundation 2012 Annual Meeting** After brief discussion, it was agreed that we should attend if possible (but Board Members should pay their own way). Tim and Rodney had volunteered to attend under these terms. Avery volunteered to attend as well, and he agreed to pay for Meredith to attend. The thought is that we should be reaching out to the local colleges (GCSC & FSU-PC) that many of our high school students (in a few years) will be considering for attendance

and scholarship opportunities. Our hope was to fill a table of 8 people (at \$100 ea), so we are still needing 4-5 people. The GCSC Foundation RSVP deadline is January 27<sup>th</sup>.

**11. Website Update.** Margaret Gamble completed the first draft version of our new website ([bhcafoundation.org](http://bhcafoundation.org)) and launched it today (*will be viewable in 24-48 hours*). A link will be provided from the BHCA main website. Connie will populate this website with our Board Member "pic's & bio's" (NOTE: all board members need to email her with both items, within next 10 days please). She will also add the meeting minutes to-date, events schedule, sponsorship info, etc... maintaining this website from here on out.

**12. New Business.** The only new item discussed was Connie's contract with us for Admin Support. The board approved paying her up to \$6000 for the 2011-2012 school year. This was broken down into 2 stipends; \$3000 for the Fall Semester, and after review of her fall performance, they could approve an additional \$3000 for the Spring.

- a) We have only paid her \$750 to-date. So after discussion, Lisa was authorized to pay her the remaining balance of \$2,250 for the fall semester (a check was cut & delivered at the meeting). Percy made the motion, Avery seconded, and it was unanimously approved. So the full \$3,000 for "Fall 2011" services has been paid.
- b) Looking forward, it was resolved that we re-authorize her for the Spring 2012 semester, but pay her in a more timely manner. We agreed to reimburse her on a "Per Diem" basis. So she will submit a detailed monthly invoice to the board for approval, and be paid accordingly. These invoices will contain 3 critical items; task performed, date(s), and hours worked. She can then submit invoices totaling up to (but not to exceed) \$3000 for this Spring semester. Vivienne made the motion, Avery seconded, and it was unanimously approved.

**13. Next Foundation Board meeting.** Next meeting is confirmed as February 9, 2012, to be held at 10:00am, in the BHCA conference room.

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