



Time: 12:16 pm

Date: 07/18/2013

Location: Bay Haven Board Room

1. Call to order

President ~ Marty Perrett	Present	Member at Large ~ Doug Crosby	Absent
Vice President ~ Vivienne Reilly	Absent	Member at Large ~ Jeff Farver	Absent
Treasurer ~ Lisa Thompson	Present	Member at Large ~ Rodney Friend	Absent
Secretary ~ Keri Todd	Present	Member at Large ~ Sheri Hensel	Present
CEO ~ Dr. Tim Kitts	Present	Member at Large ~ Bill Rhodes	Absent
Board Liaison ~ Tiffany Ennis	Absent	Member at Large ~ Todd Thompson	Absent
Member at Large ~ Tammi Brillard	Present	Member at Large ~ Chuck Tucker	Absent
Member at Large ~ Jerry Brown	Absent	Member at Large ~ Dr. Iman Elkomy	Present
NBH PTSP ~ Michelle Kinard	Absent	BH PTSP ~ Nancy Crow	Absent
NBH PTSP ~ Eugenia Brotherton	Absent	Rae Cotton	Absent

2. Approval of the Agenda

- Motion to approve: Lisa Thompson
- Motion seconded: Dr. Tim Kitts

3. Approval of prior meeting minutes

- Motion to approve: Dr. Tim Kitts
- Motion seconded: Lisa Thompson

4. Financial / Treasurer Report ~ Lisa Thompson

- Financial report provided with breakdown of money received
- Total amount in the Foundation Account **\$807,656.54**

○ General Fund	\$41,292.21
○ NBH Academics	\$40.00
○ NBH Engineering	\$120.00
○ NBH Medical Tech	\$2,610.00
● <b>Capital Campaign Total</b>	<b>\$44,062.21</b>
○ NBH Football	\$5.00
○ NBH Baseball	\$5,000.00
○ NBH Aquatic Center	\$750,000.00
○ Spring Social	\$3,693.33
○ Golf Tournament	\$1,380.00
○ Amy Kealy Scholarship Fund	\$2,815.00
○ BH General Fund	\$130.00
○ NBH General Fund	\$625.00
● <b>Other Funding Total</b>	<b>\$763,594.33</b>
● <b>Grand Total</b>	<b>\$807,656.54</b>

- Having trouble installing QuickBooks, may need to purchase an external hard drive to load the QuickBooks
- Richard Lombard, Director of IT, joined the meeting
  - Question, QuickBooks, can we use an external hard drive to load the program to make it portable instead of having to purchase a laptop
  - Will have to research the capabilities and get back to the group
  - Have several QuickBooks contacts, will get back with the group by the end of the day
- Question, what is the Capital campaign money used for
- Answer, capital improvement (computers, structure, etc.)
  - Currently, the board has decided to temporarily designate all money in the capital campaign towards the Mill Bayou Campus
  - General Fund money that does not come in with any designation
  - Capital Campaign money is a specific designation



- New Category, Diamond Elite for \$500,000 + contributors
  - Question, Lisa needs to order checks for the Foundation Account
    - Dr. Tim Kitts made a motion for the purchase of checks
    - Marty Perrett seconded the motion
  - Suggestion, add a column to facility naming page to show monies received
  - Discussion, tax-free charitable deduction information
    - Will lead to placing an ad in the paper
5. Capital Campaign Leader Options
- Discuss Bay Solutions presentation
  - These are great questions to ask
    - What is our goal?
      - Completing the NBH campus, turnkey, \$12 million more dollars
      - Foundation set a target of \$5 million
        - a. Direct dollars to buy brick and mortar
        - b. Gives us down payment to allow us to borrow other money
        - c. Budget has 1.3 million, next year 1,5 million ... must have 2.8 million in excess to have cash on hand, allowing us to bond for additional funds to build the administration or elementary
        - d. Add Foundation \$5 million capital campaign money to the Budgeted 2,8 million money to leverage more funds to be borrowed
        - e. \$5 million will get the west side campus completed
      - Question, does the \$5 million include the athletics
      - Answer, no, we will need an additional \$2.5 million for the athletics
    - Where are we today?
      - Currently have \$807,656.54 in the account
      - **Note: Breakdown is available on the previous page**
    - What are the desired time frames?
      - Fall 2014, walking MS & HS on new campus
      - Elementary will remain at balboa campus until funds are raised to build
      - Would like to raise \$5 million in 24 to 36 months
    - Who is in charge of the capital campaign?
      - Foundation is in charge of the capital campaign
    - Who are the worker bees?
      - Foundation board, members, and volunteers
    - What is your campaign strategy?
    - Do you have a full time staff person dedicated to the project?
      - Speaking with a prominent person, might be interested in taking the foundation lead
    - Do you need a consultant?
      - Why?
    - How do you plan on selecting a consultant?
    - Do you have a buy-in from all your board members?
      - Not at 100%, Foundation members have to come to meetings
      - Need to get the executive board that will be here for the long haul
        - a. Add 2 or 3 more on the executive board
        - b. Add members (heavy hitters)
      - Need to become formal with our meetings
    - What has your feasibility study indicated could be raised?
      - Yes
    - Who and where will you find donors?
      - Members of the community



- Has your team developed a campaign plan?
  - Yes
- What is your campaign budget?
  - We can offer a small amount to a leader
- Do we need John?
  - We need to make an offer and ask what John can do for us with XXX amount
  - Will do so after potential Foundation CEO is confirmed

## 6. Capital Campaign Reports

- Naming Campaign Leader ~ Open
  - No Report
- Grant Search and Writer ~ Tammi Brillard
  - Workshop scheduled for 7/30, info sent to grant writing committee
- Professional Group Leader ~ Dr. Iman Elkomy
  - No new business
- Direct Clientele Leader ~ Doug Crosby
  - No new business

## 7. New Business

- Potential New Foundation Members
  - Discussed above
- No New Business

## 8. Confirm next Foundation Board meeting date

- Tuesday, August 13<sup>th</sup> 12pm Bay Haven Board Room

## 9. Meeting adjourned

- 1:45 pm