

CCA-CFA Board of Directors Meeting
 February 11, 2015 8:00 AM
 2535 New Garden East, Greensboro, NC
 Proposed Special Meeting Minutes

I. Call to Order

Time: 8:00 AM

• Member Attendance

	Marv Allison	Molly Bristol	Scot Conklin	Karla Hall	Jay Hawkins	Paul Stanfield	Keyon Whiteside
7/21	T	P	P	P	-	P	P
8/13	P	P	P	P	-	P	P
9/4	A	P	P	P	-	P	T
9/15	P	P	P	P	-	P	P
9/25	T	P	P	P	-	P	T
10/14	A	P	P	P	-	P	T
10/27	P	P	P	P	-	P	P
10/30	T	P	T	P	-	T	A
11/9	A	P	T	P	-	T	T
11/17	T	P	P	P	-	P	P
11/30	T	P	P	P	P	P	A
12/7	T	T	P	P	T	A	T
12/15	P	P	P	P	P	P	P
1/19/16	T	P	P	P	P	P	T
1/28	A	T	T	T	T	T	T
2/1	T	P	P	P	P	P	A
2/11	T	P	T	P	T	A	A
2/16							

Others in attendance: Joe Caraher

Note The Meeting was called to discuss and approve contracts necessary for closing on the property. 48 hours' notice was provided to all board members and announced on the school website and social media.

I. Motion by Molly Bristol to approve the agenda with revisions.

Second by Marv Allison.

All in favor. Motion passed without objection

II. Board discussed the addition of middle school track to athletic programs and handbook. High School already has track program, it was left off the middle school program and handbook, Todd Halkyer has requested approval for Spring 2016.

Motion by Molly Bristol to add middle school track to the middle school athletic program and handbook.

Second by Scot Conklin.

All in favor. Motion passed without objection.

III. Board discussed change in middle school basketball coach staff

Chris Daniel has been functioning as the assistant boys middle school basketball coach. He has been the interim boys middle school basketball coach since mid-January. Todd is requesting he be appointed and approved as the head middle school boys basketball coach.

Motion by Karla Hall to appoint Chris Daniel as the middle school boys head basketball coach.

Second by Jay Hawkins.

All in favor. Motion passed without objection.

IV. Board discussed furniture moving and storage contract with Unique Office Solutions. Scot Conklin presented information on moving and storage of office furniture located in the property at 7800 Airport Center Drive. He has met with Unique Office Solutions and they have provided us with a quote (attached) of \$17,450.00. Molly Bristol noted we have a \$20,000 line item for moving in the projected budget. Highwoods will allow them to move all the furniture out and store prior to closing as long as we agree to return all items and restore to locations should the building not close.

Motion by Molly Bristol to have Scot Conklin sign the contract with Unique Office Solutions as submitted.

Second by Jay Hawkins.

All in favor. Motion passed without objection.

V. Board discussed Contract Amendment 6 of Purchase Agreement. Elizabeth Zook sent the revised Purchase Agreement entitled Amendment 6 (attached) for our consideration. It includes the closing date revision of on or before March 4, 2016, the right to begin moving furniture out of the building and into storage in preparation of demolition and accounts for the icemaker to convey to CCA at closing.

Motion by Scot Conklin to approve the Amendment 6 of the Purchase Agreement.

Second by Marv Allison.

All in favor. Motion passed without objection

VI. Board discussed requirement for sidewalk from the City of Greensboro. The City of Greensboro is requiring as part of the sketch plan approval process that we install a side walk along Corsair Drive and up Airport Center Drive to the residential development just north of Concourse Center. This requires a survey from Borum Wade & Associates to determine how to proceed. (see attached proposal)

The cost of the survey is \$2,450. The sidewalk has already been budgeted by Landmark in construction costs.

Motion by Scot Conklin to approve the survey by Borum Wade and Associates.

Second by Karla Hall.

All in favor. Motion passed without objection.

VII. Board discussed new plan for ceiling tiles.

The prior plan was to remove, salvage and reuse ceiling tiles in the building reconstruction plan. Due to the change in the closing date, it has been determined by Landmark that a remove and salvage option would delay demolition and delay the construction schedule. The cost of replacement tiles would be \$8,000.00. Construction delays would be more costly.

Motion by Marv Allison to allow Landmark to revise the plan and not save the ceiling tiles but purchase new.

Second by Scot Conklin.

All in favor. Motion passed without objection.

VIII. Board discussed property management at new property.

Highwoods is not going to continue property management of 7800 Airport Center Drive. Molly Bristol, Scot Conklin, Karla Hall, and Joe Caraher met with ECPI administration to discuss their property management needs. CCA:CFA does not perform property management. The Finance Committee has taken on the job of seeking property/facility management company. A telephone conference was held, 2/9/2016 with Deep River Commercial Property Management. Scot Conklin, Karla Hall, Molly Bristol, Claire Dobbs, Joe Caraher met with representatives of Deep River. Deep River can provide full property management and accounting services for the ECPI as well as facility management services for the CCA:CFA. There is a meeting today the Budd Group that is contracted with Highwoods now and provides services to the property in the areas of landscaping, snow removal and janitorial services (Karla Hall, Molly Bristol, Scot Conklin, and Joe Caraher to attend). We want to make sure there is no disruption in services to ECPI and that essential services continue to the 4 story building during demolition and construction.

Motion by Molly Bristol to allow the Finance Committee to move forward with selecting a property/facility management company to completely manage the tenant, ECPI, based on current contracts and services and to review contracts and services on the four story building to determine services needed there.

Second by Scot Conklin.

All in favor. Motion passed without objection.

- IX. Board discussed installation of time lapse photography.
The terms of the bond require full reporting of the progress on the construction. One way of reporting is to provide time lapse photography of the site during the work. Scot Conklin has researched and identified a company that would be able to install cameras.

Motion by Scot Conklin to approve the installation of time lapse photography equipment on site not to exceed \$600.00.

Second by Marv Allison.

All in favor. Motion passed without objection.

- X. Board was updated on insurance. Finance is reviewing the liability insurance needs for the board. Marv Allison reported that TCFA does not cover the TCFA Board Representatives and the schools should cover the TCFA members as they cover the other members. Molly Bristol will continue to get the information needed to increase our coverage. No action taken at this time.

Motion to adjourn by Molly Bristol.

Second by Marv Allison.

All in favor. Motion passed without objection.

Time: 9:05 AM

Minutes recorded by Karla Hall, President Board of Directors and edited by Paul Stanfield, Secretary.

Minutes submitted to the Board 2/12/16 for review.

Minutes Approved by the Board of Directors: 2/16/16

Signed: _____

Paul Stanfield, Secretary of the Board of Directors, CCA-CFA