

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

Board of Directors Annual Meeting

June 16, 2014, 6:30 p.m.

Brevard Music Center Alumni House

Vice Chair/Treasurer: Warren Alston

Secretary: Zia McConnell, present

Members present: Stewart Marshall, Cheryl Reinstadler (via phone), Nick Iosue

Administration present: Camy Stirling, Ben Butler

Guests: Krystal Powell (Acadia NorthStar)

The annual meeting of the Brevard Academy Board of Directors was called to order by the Vice Chair at 6:33 p.m. A quorum was present.

Approval of Agenda:

Motion: A motion was made by Zia to approve the agenda. Nick seconded.
Unanimous vote -- **Motion carried.**

Consideration and approval of minutes:

Motion: A motion was made by Nick to approve the May 2013 meeting minutes from the regular Board of Directors meeting. Zia seconded. Unanimous vote -- **Motion carried.**

Public comment:

None

Financial Report – Krystal Powell

The question was asked are there outstanding checks that need to be written before the end of June? Krystal said there may be a few but this should be a pretty accurate state of things.

There was a discussion about the Board checking account and why we have it. The original intent for the account stemmed from when the school was not as financially stable as it is now.

Motion: A motion was made by Nick to close the Board checking account at United Community Bank and to move the money into the general school account. Cheryl seconded.
3 ayes, and one abstention -- **Motion carried.**

Zia will write a check to close the account for the July 2015 starting school year budget.

Summer Reading grant: the state gave a grant for summer reading help in the amount of \$12,375. This grant was to help struggling readers over the summer. There will be part that will be salary for and part for instructional materials. The guidelines are pretty flexible. Students were targeted based on 3rd grade EOG scores. There is no additional reporting to the state with this grant.

It was requested that in the future Krystal provide the Board with a net change total of the budget amendments requested and how they impact the net surplus on each monthly report. Krystal said she would provide this against the previous year's numbers so we could also do a comparison

between years. She will also go ahead and fill in a budget request amount for each blank that is presented. We can always edit them at the meeting if necessary.

The Board would like to be able to track the total revenue and expenses for the school years going forward so that we can make comparisons going forward.

Motion: A motion was made by Zia to approve the proposed budget amendments as presented by Acadia NorthStar. Nick seconded.

Unanimous vote -- **Motion carried.**

The grandfathered payout of vacation needs to be disclosed to the June 2014 audit. This needs to be a future discussion topic for the Board.

Audit: June 2014

Krystal said what a marvelous job Juli Lefler did during the audit with all of the Board members away at the Team CFA conference, and the new director not yet there, Juli was really in the hot seat.

Zia updated the Board on a letter that had been received from the state regarding our June 2013 audit. The items of concern have been addressed (i.e. employee current NC-4s and W-4s in personnel files) and a letter has been submitted to the state for their records. The Board actually needs to amend the bylaws to state that we will ensure that the personnel files will always be in order for true compliance.

Cheryl suggested having a representative from our audit company, Petway, Pearson and Mills, come to give us a summary of the audit and findings. Zia will invite them to a meeting to do this.

Team CFA report: Cheryl Reinstadler

There will be an annual retreat/work session of Team CFA Board before the conference to focus on intercommunication.

All is going well with the conference plans, and we look forward to seeing everyone in Phoenix!

Nominations for Board Officers:

Nominations for Board Officer positions were discussed and presented.

Motion: A motion was made by Zia to nominate Warren Alston as Board Chair.

Stewart seconded.

Unanimous vote -- **Motion carried.**

Motion: A motion was made by Stewart to nominate Zia McConnell as Secretary.

Nick seconded.

Unanimous vote -- **Motion carried.**

Motion: A motion was made by Stewart to nominate Nick Iosue as Treasurer and Vice Chair.

Cheryl seconded.

Unanimous vote -- **Motion carried.**

Nick wanted to know if that meant he would automatically become chair at the end of Warren's term. No – only if the Chair cannot fulfill his/her duties and leaves will Nick have to fill in the term as Chair. Otherwise, nominations are taken for Chair at the annual meeting.

Cheryl announced that with her new duties as Director of Team CFA Operations she will be stepping down from our Board in December. Stewart will remain on our Board as Team CFA representative, and a new rep will be selected and introduced to us soon.

So, the officers for the Board of Directors of BA-CFA are as follows:

Warren Alston – Chair
 Nick Iosue – Vice Chair/Treasurer
 Zia McConnell - Secretary

Committee Reports:

Finance Committee: Zia

- Zia will go to UCB and find out the procedure for closing the Board (Brevard Academy Fundraising) checking account.

Fund Development & Public Outreach

- None

Long Range Planning and Visioning: Zia

- Zia will send out the Rolling 5-Year Strategic Plan for everyone to review prior to the July retreat. Everyone please read through it so we can make the most of our time at the retreat.

Personnel: Zia

- None

Board Development, Policies and Procedures: Stewart

- As per the state for compliance reasons, we need to amend our bylaws to include wording that states that each staff person will have current NC4 and W4s in his/her personnel file.

Motion: A motion was made by Nick to amend the bylaws to include the above stipulation regarding the NC4s and W4s for each staff member. Stewart seconded.

Unanimous vote -- **Motion carried.**

Facilities

- Information regarding the acquisition of real estate to be discussed in Closed Session.

Old Business

None

New Business:

None

Next Meeting: Retreat

July 22nd, 4:00 at Camptown Builders conference room. There will be BBQ from Hawg Wild!

At that time we may want to review our Board meeting schedule for the upcoming school year.

Short Break

Closed Session:

Motion: Zia made a motion from the floor to enter into a closed session to prevent the disclosure of privileged or confidential information under the NC general Statutes 143.318.11 (a) (1) to discuss items related to property acquisition. Nick seconded.

Motion carried. The Board entered into Closed Session at 8:16 p.m.

Motion: Nick made a motion to come out of Closed Session. Stewart seconded.

Motion carried. Time: 9:10 p.m. **No action was taken.**

Adjourn:

Motion: Zia made a motion to adjourn. Nick seconded.

Vote was unanimous. **Motion carried.**