

Asheville P.E.A.K. Academy Board of Directors
Meeting Minutes
5/17/2020. 8:00-9:00 pm
Via Zoom Video Conferencing

Present: Tiffany Iheanacho
Mychal Bacote
Libby Kyles
Catherine Lordi
David Robinson
Joe Lordi

Absent: Gene Bell

Opening: The regular meeting was called to order by T Iheanacho at 8:00 pm.

D Robinson motions to approve the agenda for 5/17/20. C Lordi seconds. All unanimously carry to approve.

New Business:

A. Budget Approval: T Iheanacho sent budget for fiscal year 20-21 to all for review. Our year begins July 1 2020 and ends June 30 2021. We need to approve the budget at June meeting. Catherine will get quotes on Insurance – reach out to Acadia to check on FICA, worker’s compensation amounts. We increased SL salary which will also increase benefits so we need to find where that amount will be allocated. Catherine will email ACCESS to find out when disbursement and how often payment occurs. We need to be out of the red in order to approve budget so T Iheanacho will work on moving funds. May take funds away from secondary position as that will most likely not begin until Jan 2021.

Noted: We need to all get peakacademy email accounts so we can have all information in one place and in a server.

B. Microsoft Office vs Google Documents: T Iheanacho states we can save the school money by using Google Platform, which is free, vs. Microsoft which you have to pay for on each device. L Kyles suggests waiting until Raul is on board to decide and explore all other options.

C. Acadia Northstar Financial Services: Catherine provides update based on communications with Acadia’s representatives. Fees for Year 0 are \$250/month and they will get us the required payroll software, monthly payroll and benefits for 2 employees, filing quarterly reports, year end W-2s, transactions, monthly financial reports for board. J Lordi suggests we get a demo of their services from their representative and that we see a sample monthly report before entering into contract. Board questions what the alternative would be for Year 0 to conduct

payroll for Raul's salary. C Lordi states Acadia has offered to delay billing until funds become available to us.

**M. Bacote motions to enter into agreement with Acadia Northstar Financial to provide APA financial services; D Robinson seconds. All unanimously agree. Motion carried.

Old Business:

A. Location Search: Joe had meeting with Mayor Esther Manheimer. Shared purpose, timeline, vision with a positive reception from mayor. She gave blessing to meet with Debra Campbell – to give another informational overview and brainstorm with Deborah about city owned facilities. Hearing from the mayor about the processes we should take creates some optimism. She had a strong recognition that there are facilities that were taken from the black community and she did throw out a few facilities owned by the city that are possibilities. We would be responsible for upkeep and maintenance of the building. Joe will pursue meeting with city manager.

L Kyles states whatever we do we need to be sure that we are also looking elsewhere – cannot put all of our eggs in the Housing Authority or City of Asheville basket. T Iheanacho will ask Gene about the facility on Hendersonville Hwy that was mentioned at our last board meeting.

B. Fundraising/Marketing C Lordi states no major updates. We will find out about ACCESS in June. No word on Issac Coleman. Should we undergo a Capital Campaign? Other foundations or grants? Ask for individuals for fundraising dollars? Having a budget helps, but it's hard to undergo a capital campaign if we don't know whether or not we'll need a facility. T Iheanacho states it is ok to ask for funds and not know of a location yet.

Tiffany will reach out to Dogwood – processes are not in place; create a relationship with the staff and they will determine if our need fits their mission. T Iheanacho will reach out to her point of contact and find out who is in charge of their social determinants of health funding.

*Libby asks if we can get a Donate button on our website. We need to figure out a way to be more visible and get more information out. Catherine states we do have a donate button on the CFWNC website, but we need to have a way for people to give on our own site.

Need to have a way for people to give. M Bacote and T Iheanacho will get bank account established ASAP.

Catherine- we need to find someone who can manage and push out the website and Facebook page; add content and make it more visible.

Need to do a press release about our hiring of Raul.

C. Onboarding Plan for School Leader: Libby states she has been in contact with Raul and he had some good questions:

1) what does his check look like? How much will it be every month?

We need to get a group/committee together to plan for his onboarding and training.

We will set our students up for success, which is our ultimate goal, if we set Raul up for successful planning. We need to provide him with all the tools and support he needs.

Committee will consist of 2 or 3 board members that lay out a timeline and check with other board members to see what are the benchmarks, what do we want him to do and when do we want him to do them by, and how we will assess his effectiveness.

We need to meet to set a schedule/calendar for him to meet with board members and a schedule of getting him out into the community via zoom right now – particularly meeting leaders of color so he develops a network he can rely on.

Catherine and Joe offered to be a part of the committee to create a long-term plan for Raul for Ready to Open Phase that will carry through the entire Year 0.

Joe suggests break down each piece of the puzzle – hiring effective teachers, literacy and curriculum development, marketing and enrollment.

Additional Business:

Joe suggests we potentially expand our board or recruit some passionate volunteer advocates/ Adding additional board members to our board on our agenda next meeting.

Libby suggests having people sit on a committee before serving on the board.

Catherine will resend out committees ; chair ; each committee needs to have a charter that spells out the goals ; put together folders of information for each committee.

Libby and Tiffany both have various community members with great skillsets asking how they can be of service and when they can get on the board, we just have to figure out how to get them started.

Libby suggests sharing a calendar so those interested can jump in.

Catherine reviews Committees as established:

Onboarding (no additional members) – *Libby, Joe, Catherine

Marketing- *David, Joe, Libby, Gene

Facilities – *Tiffany, Joe, Gene

Fundraising – *Catherine, Tiffany

Mychal is going to create the committee spreadsheet and send it out; need to have goals and objectives; June meeting we need to think about what our onboarding plan looks like for the community and begin recruiting.

Libby also states that we need to invest in some board training so we have a clear understanding of our board responsibilities. We need to be posting agendas and meeting times on the website; we do not want to potentially lose our nonprofit status.

Pisgah Legal Services is an option and Catherine will reach out to LBL. Catherine and Joe will look into board training; come back with recommendations at the next board meeting.

Closing

T Iheanacho asks for a motion to adjourn at 9:08. C Lordi motions to adjourn; Mychal Bacote seconds. All unanimously agree.