



BOARD MEETING MINUTES

Attendees:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> A. Monica Cutno, President | <input type="checkbox"/> Georgia Grant | <input checked="" type="checkbox"/> Roland Lewis Jr. |
| <input type="checkbox"/> Marla Mills-Wilson, Vice President | <input checked="" type="checkbox"/> Carolyn Ellis | <input checked="" type="checkbox"/> John Szwed |
| <input checked="" type="checkbox"/> Portia Scott, Secretary/Treasurer | <input checked="" type="checkbox"/> Sonal Krishna | <input checked="" type="checkbox"/> Diego Torres |

I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 6:45 PM by A. Monica Cutno.
- B. Mission statement was read by the president and reviewed by the board.

II. Consent Agenda

- A. Draft minutes from 10/06/13 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.

Motion to approve consent agenda.

Motion: Sonal Krishna

Second: Diego Torres

Vote: Unanimously approved (7-0)

III. Announcements

- A. Charter training archives, webinars, and resources may be accessed on the Office of Charter Schools (OCS) Wiki link. OCS training schedule can be found on Envision's website under the "Board" tab. Next OCS training is on November 25, 2013 from 9:00 AM – 4:00 PM at NCDPI.

IV. Committee Reports

- A. Personnel Committee report was given.
 - 1. Interview process for principal will begin in January 2014 after final approval received from SBE.
 - 2. Several resumés have been received.
 - 3. BOD needs to discuss further principal start date and pre-opening compensation.
- B. Marketing Committee report was given.
 - 1. Lawn signs were planted in targeted locations to raise awareness about upcoming enrollment.
 - 2. Five well-attended community information sessions were held in Oct/Nov.
 - 3. Letters of interest to enroll were collected to gather market data.
 - 4. Envision received media exposure through WRAL.com, North Raleigh News (N&O), and NC Museum of Art (STEM to STEAM event).
- C. Development Committee report was given.
 - 1. Committee met to develop structure of fundraising campaign.
 - 2. Proposal package is being developed to send to key potential donors.
 - 3. Fundraising volunteer was introduced to committee and will be invited to next committee meeting.
- D. Facility Committee report was given.
 - 1. BOD reviewed proposals/responses from developers regarding temporary and long-term facility options.

2. BOD to request meetings with developers and real estate team to better understand financial aspects of proposals.
3. BOD expressed interest in identifying/securing temporary space by year end.

V. New Business

- A. BOD reviewed amendments (as recommended by OCS) made to Bylaws and Charter Application.

Motion to approve amendments to Bylaws and Charter Application.

Motion: Roland Lewis Jr.

Second: Sonal Krishna

Vote: Unanimously approved (7-0)

- B. BOD completed Governance Strengthening Exercise for *Leading Purposeful Meetings* webinar held on October 1, 2013.

Motion to approve Governance Strengthening Exercise.

Motion: Carolyn Ellis

Second: John Szwed

Vote: Unanimously approved (7-0)

- C. BOD completed November Monthly Report for OCS.

Motion to approve November Monthly Report.

Motion: Monica Cutno

Second: Sonal Krishna

Vote: Unanimously approved (7-0)

- D. Ready-to-Open Checklist was reviewed and discussed. Tasks were assigned to board members.

Motion to approve Ready-to-Open Checklist with assigned tasks.

Motion: Carolyn Ellis

Second: Roland Lewis Jr.

Vote: Unanimously approved (7-0)

VI. Public Comments

- A. No public comment was made.

VII. Adjournment

- A. Commitments from board members are as follows:

1. BOD – next charter training is on November 25, 2013 at NCDPI from 9:00 AM – 4:00 PM
2. BOD – work on Ready-to-Open Checklist assigned tasks and report on progress at next board meeting
3. Portia Scott – schedule meeting with real estate team and John Szwed, Roland Lewis Jr. and Diego Torres (by 11/22/13)
4. John Szwed – research and recommend secured file sharing website for BOD (by 12/09/13)
5. Roland Lewis Jr. – meet with Development Committee to create proposal package and project timeline for fundraising event (by 12/09/13)

- B. Next regular meeting of the BOD is December 9, 2013, 6:30-8:30 PM, 3150 Rogers Rd, Ste 112, Wake Forest, NC.

- C. Meeting was adjourned at 8:40 PM.

Motion to adjourn meeting.

Motion: Monica Cutno

Second: Roland Lewis Jr.
Vote: Unanimously approved (7-0)