

# **Sarasota Military Academy Foundation, Inc.**

BOARD OF DIRECTORS

MEETING MINUTES

01 August, 2018

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## **Board of Director Members' Attendance**

### **Present:**

Mr. Howard G. Crowell, Jr., LTG USA (Ret), Chairman  
Mr. Herb Jones, Vice Chairman  
F. Steven Herb, Esquire, Secretary  
Frederick Derr, CAPT USN (Ret), Treasurer  
Mr. G. Lowe Morrison  
Ms. Alexandra Quarles

## **SMA Administrative Staff in Attendance**

SMA-MAJ CJ Bannister, Chief Development Officer, SMA Foundation Inc.  
SMA-COL Christina Bowman, Executive Director of Schools  
SMA-LTC Fred Fout, Head of School, High School Campus  
SMA-MAJ Steve Kok, Director of Finance  
MAJ Becky Morris, Assistant Head of School, Prep Campus

Location: SMA High School campus. The chairman called the meeting to order at 1:03 pm.

## **Motion to Approve the Minutes from the 15 May, 2018 Meeting:**

Chairman motioned for approval of the 15 May, 2018 minutes; Mr. F. Steven Herb seconded the motion and the board unanimously approved.

## **Motion to Approve the Minutes from the 26 June, 2018 Meeting:**

Mr. Herb motioned for approval of the 26 June, 2018 minutes; Vice Chairman Herb Jones seconded the motion and the board unanimously approved.

## **New Business:**

Chairman Howard Crowell proposed for SMA-COL Christina Bowman to introduce the new employees to the board. Vice Chairman Jones introduced Dr. Tom McElheny and Chairman Crowell introduced Mr. G. Lowe Morrison to the board.

### **Chief Development Officer Report:**

SMA-MAJ CJ Bannister provided a read-ahead report on the strategic development plan update. She reviewed the marketing and Development Strategic Plan outlining the five year plan. SMA-MAJ Bannister discussed the calendar of events including but not limited to the Legacy Luncheon for the alumni association and the Back to School Appeal and Annual Fund. She also discussed initiatives of attracting major gifts and cultivating new donors and needs to know what operational board would like to focus on.

SMA-MAJ Bannister stated direction is needed from the school to complete the strategic plan in which SMA-COL Bowman stated direction is needed from the board as to what the intent. SMA-COL Bowman discussed three areas to focus on including state of the art facilities; cutting edge technology; and the best resources for faculty. Chairman Crowell stated the board can work on the plan to be approved so that the Foundation can move forward in which Ms. Quarles added that the strategic plan needs to be organic in order to accommodate the changing needs of the school.

SMA-MAJ Bannister stated the need for a plan from SMA to support her strategic plan and to be able to articulate in front of donors the exact needs and direction of SMA. Vice Chairman Jones recommended the operating board schedule a working session. SMA-MAJ Bannister inquired if she is able to send out the strategic plan to both boards for review in which Chairman Crowell stated she can send to both boards but to address him only for decisions and direction. Vice Chairman Jones stated in contacting the operational board, as Chairman, he would need to know.

Dr. McElheny inquired if someone can brief him on past and current challenges so he is able to participate more in which Chairman Crowell stated SMA-COL Bowman is the best person to speak with and she agreed. Chairman Crowell inquired as to the current board members who need to renew their status. SMA-COL Bowman replied she has the paperwork for Mr. Morrison and Dr. McElheny to get fingerprinted and the remaining board has one year to complete two hours.

### **Treasurer's Report:**

Mr. Frederick Derr provided a read-ahead report and discussed the current financials and budget for the upcoming year. Chairman Crowell recommended all donations be sent to Foundation first and requested by SMA through a formal document for bookkeeping purposes. SMA-MAJ Steve Kok inquired if SMA needs board approval to request funds from Foundation in which SMA-MAJ Bannister suggested under a certain amount she would be able to release funds with proper documentation and over that amount the board would approve.

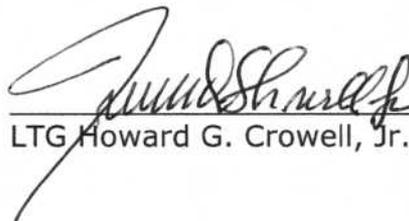
Ms. Carter Donovan stated that certain fundraising efforts like Wreaths Across America should stay with SMA and not go through the Foundation. Ms. Quarles agreed that ongoing internal fundraising should stay with SMA and all new projects go through Foundation. SMA-MAJ Bannister assured her efforts for Wreaths program is to only assist the PTCC. Ms. Quarles recommended SMA-MAJ Bannister have approval to release if 5K and under restricted funds and unrestricted funds go

through the board for approval. Chairman Crowell stated SMA-MAJ Bannister develop a procedure on how to procure funds.

Ms. Quarles stated that all donations should go through the Foundation for management purposes, paperwork and accounting, and to be able to build the database. Mr. Morrison agreed stating that all donors should be directed to Foundation. Ms. Linda Long inquired if donors would be upset if a donation was given to SMA and a thank you letter was received by the Foundation. Ms. Quarles replied that both SMA and the Foundation will be thanking the donors. She added the need to educate donors and parents on understanding all donations go directly to SMA and benefitting the cadets.

Chairman Crowell stated SMA-MAJ Bannister has approval to release funds to SMA 5K and under restricted and 1K and under unrestricted. He also stated 5K and over restricted and 1K and over unrestricted funds go through the board for approval. SMA-MAJ Bannister mentioned the need for a schedule on future board meetings in which Chairman Crowell stated the board meet on the second Tuesday of every quarter.

The chairman adjourned the meeting at 2:08 pm.

  
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LTG Howard G. Crowell, Jr., Chairman

1/15/19  
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Date

  
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Mr. F. Steven Herb, Esquire, Secretary

1/15/19  
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Date