

**Governing Board Minutes**  
**10/14/14**

**Board Attendees:** Karen Antonacio, Robyn Baney, Denise Breckon, Anne Marie Dailey, Tara Duarte, Angela Funya, Robert Hicks, Eric Jackson, Brent Johnson and Takiesha Waites-Thierry

**Board Members Absent:** Ben Click

**Committee Attendees:** Julia Nichols

Public Attendees: Joe Saunders, Askey, Aksey & Associates, CPA, LLC

<b>Agenda Item</b>	<b>Action</b>
<b>Convened</b> at 5:33 PM	None
<b>Approve September Minutes</b>	Vote Approved 6-0 Denise, Ben and Takiesha absent
<b>Old Business</b> <ul style="list-style-type: none"> <li>• IRS Update: annual Appeal letter may be combined with 501.3c status update</li> <li>• 8/9 November 2014: CCSA will no longer run funds through the Synthesis Center</li> <li>• Board Contacts</li> </ul>	Discussion
<b>Askey, Askey &amp; Associates, CPA, LLC</b> <ul style="list-style-type: none"> <li>• Joseph Saunders reviewed the compilation with the Board.</li> <li>• The Board wanted the compilation to be updated to state that CCSA's 501c3 status has been reinstated.</li> <li>• Mr. Saunders will verify the tax transcripts on the IRS system and let us know if there were any penalties.</li> </ul>	
<b>Strategic Planning Report (Julia Nichols)</b> <ul style="list-style-type: none"> <li>• The USDA money was obligated, but no closing on the loan</li> <li>• Interest rate is locked in at no more than four percent</li> <li>• Brandi Burwell will prepare the closing documents and contact the CCSA attorney directly for the documents needed to close</li> <li>• Insurance on the building and contents will need to be obtained</li> <li>• USDA will need an explanation for the use of the remaining funds if the building is purchased for less than 7.2 million</li> <li>• The price should be negotiated following the building inspection</li> <li>• The church has moved out of the building</li> </ul>	Discussion
<b>Director's Report (Angela Funya)</b> <ul style="list-style-type: none"> <li>• <b>Assessment Point One</b> <ul style="list-style-type: none"> <li>○ CPCS Counseling Calendar was provided to the Board</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>Budget</b> <ul style="list-style-type: none"> <li>○ Ange would like the Board to review its budget to determine in money can be placed back into the Artist in Residence Program and Environmental Field Studies</li> </ul> </li> <li>• <b>Admissions</b> <ul style="list-style-type: none"> <li>○ Ange and Denise are working to on a Google Doc to make the admission process more efficient</li> <li>○ The application due date will be in December vice January to help negotiate the PPA sooner</li> <li>○ Ange will need to update the Admission Policy for Board vote</li> <li>○ The Parent Info Session will be on 2 and 11 December</li> <li>○ The lottery will be drawn during the 3<sup>rd</sup> week of January</li> </ul> </li> <li>• <b>Uniform Policy</b> <ul style="list-style-type: none"> <li>○ The Student Government Association (SGA) would like to use dress down days to raise money for the community <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> Fridays will be free</li> <li>▪ 2-4 Friday will be \$1</li> <li>▪ SGA will generate a process to be presented to the Board</li> </ul> </li> </ul> </li> </ul>	
<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Treasurer (Anne Marie Dailey)</b> <ul style="list-style-type: none"> <li>○ Fundraising total is</li> <li>○ Fall Walk ~\$7,000</li> <li>○ Panera \$200</li> <li>○ Building Campaign \$ \$16,598 collected (\$17,810 pledged)</li> </ul> </li> <li>• <b>Fundraising (Anne Marie Dailey)</b> <ul style="list-style-type: none"> <li>○ 5K: 8 November 2014</li> <li>○ A vintage Affair (A committee will organize it this year. The committee is looking for a new location)</li> <li>○ Craft Brew: 15 November 2014</li> </ul> </li> <li>• <b>Community (Takiesha Waites-Thierry)</b> <ul style="list-style-type: none"> <li>○ <b>Volunteer Coordinators</b></li> <li>○ Developed a volunteer email address (<a href="mailto:cpcsvolunteers@gmail.com">cpcsvolunteers@gmail.com</a>) to centralize the volunteers to one point of contact.</li> <li>○ Actively developing the volunteer pool. We are currently at 48 volunteers. We are scheduling ourselves to be available at multiple CPCS functions to further gain volunteers (i.e. Back to School Night, Town Hall Meeting)</li> <li>○ Developed a Volunteer Opportunities form to distribute to parents. They are able to express their interests for volunteering.</li> <li>○ Working to establish weekly emails to volunteers to inform them of volunteer opportunities.</li> <li>○ Developing "Volunteer Descriptions" to explain the name of the event,</li> </ul> </li> </ul>	Discussion

<p>time frame in which the event will occur, and the roles and responsibilities of the volunteer opportunity.</p> <ul style="list-style-type: none"> <li>○ Actively seeking lead/coordinator positions for volunteer opportunities (i.e. Taste It program, Teacher Workroom Volunteers, Gardening club, Lost and Found lead, Car Pooling lead, 5k, Scrip Card) <ul style="list-style-type: none"> <li>▪ Currently seeking volunteers for the Vintage Affair event.</li> <li>▪ Checking in quarterly with the lead/coordinators to ensure they are receiving support and to address any questions or concerns</li> <li>▪ Met with the Passive Fundraising lead to determine any volunteer needs.</li> <li>▪ Would like to further develop options for parents to volunteer from home (i.e. mycoke rewards, box tops, classroom projects)</li> <li>▪ Current Project Leads <ul style="list-style-type: none"> <li>• Carpool: Susan Lambert</li> <li>• Lost &amp; Found: Susan Lambert</li> <li>• Teacher Workroom Team: Jamie Lambert</li> <li>• Taste-It: Carolyn Price &amp; Amanda Brelage</li> <li>• Garden: Melissa Angay</li> <li>• SCRIPS Cards: Melissa Angay (training with Anne Click, but will take over next year)</li> </ul> </li> </ul> </li> <li>● <b>PR/Outreach (Robert Hicks)</b> <ul style="list-style-type: none"> <li>○ Met 27 September 2014, Lexington Park Library</li> <li>○ Meeting Agenda items: <ul style="list-style-type: none"> <li>▪ Discuss Public Relations and Outreach goals/projects</li> <li>▪ Opportunities to improve committees effectiveness</li> <li>▪ Identify resourced required for the bi-annual newsletter</li> </ul> </li> <li>○ See attached meeting minutes</li> </ul> </li> <li>● <b>Finance Committee (Anne Marie Dailey &amp; Tara Duarte)</b> <ul style="list-style-type: none"> <li>○ Met 23 September 2014</li> <li>○ Meeting Agenda Items: <ul style="list-style-type: none"> <li>▪ Main purpose of meeting was to facilitate discussion between the accountants about <ul style="list-style-type: none"> <li>• How money flows so Askey will better understand us and be able to advise us on how to structure our finances to be ready for audit</li> <li>• What software is used and what will best suit everyone's needs</li> </ul> </li> </ul> </li> <li>○ See attached meeting minutes</li> </ul> </li> </ul>	
<p><b>Finance Committee Formal Motions</b></p> <ul style="list-style-type: none"> <li>● <b>Online banking:</b> Anne Marie made a motion that the Board approve the CPCS financial secretary and the CCSA treasurer have read-only online access to our account with Old Line Bank</li> <li>● <b>Buy QuickBooks and training:</b> Anne Marie made a motion that the Board approves the expenditure of QuickBooks Online and training for Ange and Mary on how to use it. The cost for QuickBooks is \$19.97 per month,</li> </ul>	<p><b>Vote: 8-0</b> Ben Click Absent</p>

<p>and the cost for the training is \$480 through QuickBooks for a 2-day (14 hours) webinar starting every two weeks.</p> <ul style="list-style-type: none"> <li>• <b>PO Box:</b> Anne Marie made a motion that CCSA open a PO Box in California, MD to receive bank statements. Cost is \$56/year</li> <li>• <b>Review of building purchase/USDA plan:</b> Anne Marie made a motion to hire Askey to look over the financial projections and USDA loan terms in more detail as another set of eyes to be sure it is a sound financial decision. The cost is estimated at \$290-\$725 for 2-5 hours of work.</li> </ul>	
<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning Committee Way Ahead <ul style="list-style-type: none"> <li>○ Estimate of Closing costs</li> <li>○ Ask Askey Askey if CCSA can afford to purchase the building</li> <li>○ Property Management plan</li> <li>○ Estimates of maintenance costs</li> <li>○ Insurance estimates</li> <li>○ Building inspection</li> </ul> </li> <li>• Verify with Askey and Askey that IRS fees are waived (AMD)</li> <li>• Review Budget to see if money can be put back into school programs cut (Anne Marie)</li> <li>• Update Admission Policy (Ange)</li> <li>• Send out the link to the Google Doc with the new application (Ange or Denise)</li> <li>• Contact Judge Densford to schedule lottery (Brent)</li> <li>• Updated Board Contacts (Takiesha)</li> <li>• Review Annual Appeal Letter (Anne Marie)</li> </ul>	Discussion
<p><b>November Meeting Date</b> 13 November 2014 @ 5:30 PM</p> <p><b>Fall Town Hall Meeting</b> 13 November 2014 @ 7 PM</p>	Discussion
<p><b>Adjourn</b> 7:29 PM</p>	