



**BOARD MEETING MINUTES**

**Board Members in Attendance:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Ryan Cotterman, President        | <input checked="" type="checkbox"/> Yuliya Morris, Treasurer | <input type="checkbox"/> Diego Torres               |
| <input checked="" type="checkbox"/> Roland Lewis Jr., Vice President | <input checked="" type="checkbox"/> Hassan Kingsberry        | <input checked="" type="checkbox"/> A. Monica Cutno |
| <input checked="" type="checkbox"/> Shon Mallory, Secretary          | <input checked="" type="checkbox"/> Monique Taylor           |   |

**Others in Attendance:**

Dr. Charles Fuller, Geoff Gorski and Amanda Vick

**I. Call to Order**

- A. Board of Directors Annual Retreat was called to order at 10:01 AM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

**II. Work Session #1**

- A. Dr. Fuller provided a brief overview of ESA operations, including a report of the paint issues and recommendations and the need for more space to accommodate additional offices and classrooms.
- B. Reviewed and discussed the working budget for 2022-2023 and the initial proposed budget for the 2023-2024 school year.
- C. Reviewed requirements for board members included in the bylaws and discussion ensued regarding concerns surrounding board member commitments and committees not meeting regularly.
- D. Discussed the need for and plans to add a chair emeritus position on the board.
- E. Evaluated committee appointments and inclusion of ESA staff on each committee.
- F. Discussed potential Gala celebrating the School's 10-year anniversary.
- G. Reviewed board member terms and discussed succession plan, recruitment of new board members, ideal number of board members, characteristics of ideal candidate and skill set gaps currently on board.
- H. Determined the process for calling emergency meetings if determined necessary.
- I. Discussed edits required to the School's by-laws and the process to submit such amendments.
- J. Policy manual to be updated for changes identified.
- K. Reminded board members to complete 2 hours of board professional development by June 30, 2023.

**III. Adjournment**

- A. Board members signed and returned the required Code of Ethics and Conflict of Interest forms for the 2023-2024 school year.
- B. Next regular board meeting is on Monday, May 15, 2023, from 6:30 PM - 8:00 PM at 590 Traditions Grande Blvd., Wake Forest, NC 27587.
- C. Board retreat was adjourned at 2:20 PM.

Motion to adjourn the meeting.

- Motion:** Shon Mallory
- Second:** Roland Lewis Jr.
- Discussion:** None
- Conflict of Interest:** None
- Vote:** Unanimously Approved (7-0)