

**Board of Directors
Meeting Minutes
February 20th, 2019**

Present:

Board of Directors: Morgan Arndt, Allison Huffstutler, Jan Garrett, Doug Burrell, Clarence Edwards, Jill Timmons, Jeni Cain, Shane Peek, Tommy Jenkins, Nick Nicholson, Bill Harder, James Hamilton, Jill Schneider, Kirk Shockley, Lauren Gallagher

Management: Meta Bowers, Shannon Spurrier, Heather Boyd

Visitors:

Proceedings:

- Bill Harder called the meeting to order
- Invocation- Tommy Jenkins
- Pledge of Allegiance- Bill Harder
- Recitation of the Mission Statement and Vision
- Roll Call
- Motion made to approve the agenda for 2/20/2019 meeting
- Minutes to approve 1/29/2019 meetings were reviewed and approved

Student Spotlight- Kirby Ward, Corey and Emmie

- The student spotlight focused on highlightening the Inclusion program
- Corey and Emmie sit at the same table and have created the sweetest relationship
- Emmie reads the book she wrote about Corey
- Corey will attend a typical classroom with some modifications, thanks to the preparations of the inclusion program.

Information Items

- **President's Report- Bill Harder**
 - Bill reads a thank you note form Lynn Thompson
 - Bill shared that after he and Mrs. Linda had a conversation about the Capital Campaign (CC), Mrs. Linda went out started talking to Publix about doing a fundraiser events for the CC and Publix agreed.
 - Bill focused on the expectation of annual giving from the Board of Directors (BOD). 100% participation of the Board is necessary to help move forward the CC.
- **Executive Director Report- Meta Bowers**
 - Meta proposes an adjustment to the mission of the Meyer Center, to move from emphasis on the MC being a charter school, to an emphasis on a non-profit.
 - The focus on being a non-profit is in important aspect of fundraising.
 - Nick Nicholson commented that it would be important to include the staff in the revision of the mission statement
 - Clarence also commented that the MC is not eligible for grants due to our current mission statement including school
 - Allison suggested that instead of saying "children with special needs" to "children's with disabilities"
 - Capital Campaign is moving in a forward in a positive direction. An ask was made to the McKissick Foundation.
 - Meta lunch was had with Jan Childress to cultivate that relationship.
 - Meta pledged 5K over two years and asks each BOD member to consider their pledge to the CC. Meta has made additional pledges to the annual giving cmpaing and joined the 1954 club.
 - Meta has skin in the game and expresses that she would appreciate the BOD support in the future.
 - Grants are out to the following:
 - Charter School District- Grant is asking for a max gift of 30K
 - Pleasantburg Rotary Grant
 - Spirit Week Applications are submitted to all four-high school- there is hope that Wade Hampton will choose the MC this year

- Shane asks what is being done to engage the Wade Hampton students
- Meta responds that they are being brought into the Center to help with different tasks
- Heather said the MC is are hosting teacher cadets from different programs
- Allison asked what the four high schools are? Shannon answered the schools are JL Mann, Greenville, Riverside, Wade Hampton, Eastside
- Shannon explains the application process to be chosen as a Spirit Week
- Birthday Base Appeal is going out for Dr. Meyer 100th Birthday Celebration
 - Meta has reached out to Dr. Meyer's family and some members are planning to attend
 - Louise Anthony has also been invited
- Annual Campaign focus is on the Kid's Classic
 - Once the dust settles on the Kids' Classic, Meta and Shannon plan to implement and cultivate a robust annual giving plan
- Enrollment packets for Summer Session. 26 students are committed to the entire summer session and another 15 have committed one of the two session
- Meta is working on the budget for the summer program to ensure the program runs in the positive and find the most efficient way to fund each student.
- The waiting list is up to 80 students. A cap has been placed on the waiting list and will revisit possible applicants in August. The cap allows Lynn to thoroughly vet the current list for the best possible applicants.
- Meta is currently reviewing the 2019-2020 budget with detail, with focus on specific programs to ensure each program is self-sustaining
 - Summer Session
 - Afterschool
 - Nutrition
 - Inclusion
 - Classroom elimination
- Legislation update on the Meyer Center joint resolution; the third reading is being delayed until March 19th. Meta is cautiously optimistic about it passing.
 - Clarence states the total payment would be around 600K, so it is enough that the legislature will take a second or third look
 - Nick says is it a good year to pass it, there is a surplus
 - Allison asks if it would be helpful to reach out to representatives again
 - Meta responds that is couldn't hurt
- Medicaid Audit of the 2017-2018 Summer Session
 - Sid suggested we go to Dee at the Dept of Education, and have a conversation and see if we could resolve the issue
 - Dee would not respond or take Meta's phone call; a meeting is on the calendar for April 12th, 2019
 - The difference in documentation is an IEP verse an ITP.
 - Mary Ellen is going back and creating ITP retroactively for the files that were audited, as an olive branch for the MC being willing to work together and move forward
 - Chrissy is now responsible for "record maintenance" to ensure all the paperwork is filled as needed
 - Clarence asked if Dee is coming to the meeting on the 12th of April.
- There is no action on the Medicaid match from the Charter School District
- TA and Bus Staffing challenges are being addressed. There is some movement toward creating a standard that all aspects of the job are required and not optional
- The MC is selling one of the busses for around 6K, taking 1,500 now and they will pay the rest at the end of March.
- Thanks to Kirk Shockley for helping with tasks around the Center.
- Health and Safety changes are being addresses, trike closet and door hardware are the two that will be handled first.
- Meta and Denise met with the insurance company to review each item that needs to be addressed.
- Meta met with SAFE, and is working to create a database/server that allows the staff to have remote access tools but with the protections needed to keep personal information safe
- The MC did not receive any citations from DSS on their last site visit.

- Meta reviews the intricate connection between fiscal initiatives and program initiatives- and how that message is being used in asks in the CC
- Kirk asked the if in the past the MC had a balanced budget in terms of staffing.
- Meta responds that in the past and this current year, staffing was not within the budget, but going forward the plan is to have a balanced budget.
- Clarence states we have been running a deficit budget for several years.
- Clarence asked for clarification on how the students on the waiting list are processed.
- Heather explains the current processes.
- Lauren asked if classroom sizes could be increased the second semester of this school year.
- Meta said currently there is not plan to, but to create the best possible classrooms in June.
- Heathers emphasized that classroom size largely depends on the need of the students in the classroom.
- Meta says that an organization the MC will not move forward without a balanced budget, and a balanced budget is key to moving the organization forward
- Shannon spoke to being in a meeting for a CC ask with the updated communication tools and how it worked beautifully
- Allison asks how much we would save if eliminated a classroom. The elimination of one classroom would be approx. 100k with salary and benefits
- The hope would be to redistribute a classroom without disrupting the current classroom dynamics
- **Development Report- Shannon Spurrier**
 - Cards are going out in all the acknowledgement letters with pictures and success stories
 - Development team is settled in and working hard
 - Shannon encourages the BOD to attend Dr. Meyer Birthday Bash on March 7th
 - Kids' Classic is working hard, please sign up to volunteer
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- **Education Report- Heather Boyd**
 - Heather expresses thanks to the BOD for being actively engaged at the Center.
 - The Center did qualify and accept the Title 1 fund. The funds will pay for 21 iPads, and 9 of them will use the LAMP communication app.
 - Special Education files were audited from the Charter School District level. There were a couple tweaks, but overall, the District was pleased.
 - Enrollment packets have been distributed and as of now only 10 have not come back
 - The Center has two more audits coming up, Title II and Title III funds.

Action Items

- **Committee Assignments- Jill Schneider**
 - Committee Assignment have been created.
 - Chairs for Committees are Morgan Arndt for Governance, Clarence Edwards for Finance, and Jeni Cain for Nominating.
 - Doug Burrell is adding himself to the Finance Committee and Jan Garrett and James Hamilton will co-chair the Human Relations committee.

Committee Reports

- **Finance- Clarence Edwards**
 - 126K is in the operating account, 100K less than last month
 - Hoping to build that fund up with the Kid's classic over the next few months
 - Endowment accounts have increased 15K
 - CC account is down around 10K, money has come in, but it has gone directly over to the bank
 - 15K went over in January and 10 went over in February from the CC
 - United Way Income is down on Greenville designation, and this is the second month the MC received 0 dollars. Lindsay Sloan investigated, and it appear we will be getting this money quarterly now instead of monthly.
 - Clarence believes the MC will be down approx. 20K in the Greenville designation.
 - The Center has received 119K for the 3 and 4-year old's, above the 108K we expected.
 - Annual Giving is up 28K for the first 7 months, a great deal of that comes from the year end appeal. 43K came in the month of January.

- Special Event income is down, part of that is from the Ladies Luncheon, and the other is timing on funds from the Kids' Classic
- The overall salary decrease is currently 23k, attributed to decisions made last year.
- Professional services are up, a great deal attributed is the monthly payment to the vision for the deaf and blind for services for one student.
- Fundraising is up around 12K, which is attribute to less expenses at the Ladies Luncheon

Bill reminds everyone to keep sending people to for tours, and think about contribution to CC. Meeting is adjourned.

Respectfully Submitted,

Jeni Cain

Board of Directors

Meta Bowers

Executive Director