

Wilmington School of the Arts
Meeting of the Board of Directors
1911 Perry Avenue, Wilmington, NC

March 3, 2019

6:00 p.m.

meet.google.com/emo-vwzw-iso

Join by phone: +1 252-631-6160 PIN: 695 043 529#

I. Call to Order

Elizabeth called to order -- attendance: TW, CH, BR, EN, TM, LN, JB, JW

II. Reading of the Mission Statement - "*Wilmington School of the Arts will inspire students to pursue excellence in academics and the arts by awakening and nurturing the creative spirit within each and every child.*" Read by JW

III. Approval of Previous Meeting minutes

Moved by TM, Seconded by LN

IV. Financial Report

\$200 donation

Balance: \$262

V. Old Business

a. Board Member Roles and Responsibilities

i. Update R&R document

ii. Board Secretary

Secretary position filled: Caitlin Hardeman (TW moved, LN seconded)

Official Committees:

Governance --- EN, BR on; JW removed

Finance Committee --- add CA, add JW

Personnel Committee -- JW, BR, JB, CH

Ad-hoc Committees:

Marketing/Social/Community Outreach - JB, LN, JW

-Individuals on committee need access to the website, Facebook

-Official Name: **Community Outreach**

-Parent & Community Advisory Board must be in place for the NC ACCESS grant

-[Arts-Focused] Advisory Board + Parent/Community Advisory Board

Facilities - JW

Grants - CA, JW, CH, JW

-Official Name: **Development**

--Fundraising, Grant Research...

ACCESS Grant - TM, JW

Board Recruitment - falls under Governance; in general, everyone reaches out to their connections (currently have 2 spots open)

b. NC ACCESS Grant

i. Debrief the information session

1. 3 broad focus areas of the grant -- SMART Goals (exceeding NH County's average percentage of ED students, etc.; transportation)
2. A lot of the answers are in the application, need to pull it together and reference the initial application
3. Narrative asks 15 specific questions → be specific about how it helps ED students
4. Budget + Budget Narrative: Grant pays for start-up costs, but not recurring costs. Limitations on what the money can be used for. → Budget does not necessarily have to show that the grant money is going toward the ED population

ii. Process and timeline for grant application completion - John

1. Please be sure to comment on docs rather than make direct edits
2. Deadline: Wednesday, March 27 to submit (March 31 at 5pm - NC's deadline)
 - a. March 20: Budget + Budget Narrative squared away; pull it all together
 - b. March 13: Final draft of the Narrative compiled (take 15 separate answers and get them all together)
 - c. March 6: Answer the 15 questions
3. Process: Cut and paste from the application to create a blurb that answers the questions and use Appendix for portions of the application
 - a. Create a doc for each of the questions
 - i. Question 1: JW, BR
 - ii. Question 2: EN, CH, JB, JW
 - iii. Question 3: JW, TM
 - iv. Question 4: JW, EN, JB
 - v. Question 5: BR
 - vi. Question 6: JW, EN
 - vii. Question 7: JW, BR, LN

- viii. Question 8: JW, LN
- ix. Question 9: JW, EN, BR
- x. Question 10: JW, CH
- xi. Question 11: EN, JB, CH, JW
- xii. Question 12: BR, JW, CA, LN
- xiii. Question 13: JW, BR
- xiv. Question 14: JW, TM
- xv. Question 15: LN, JB, JW
- xvi. Planning & Implementation: JW, CH
 - 1. Provide School Closure Plan -- In the event that the school fails, set up student transition plans
- xvii. Logic Model: EN
- b. Action Steps:
 - i. Initial grant answers in Team Drive by Wednesday, March 6, 2019
- c. Community Outreach - Lily
 - i. Recital -
 - ii. Reception
 - Both meetings scheduled for this week and updates will come shortly

VI. New Business

- March 23 - Wilmington Theater Fair; 11am-4pm, Ballroom of Thalian Hall
 - Local theater/art companies have a little table to pass out information (computer PPT presentation on loop, flyers, etc.)
 - Table reservation: \$25
 - LN filled out a preliminary table reservation slip [LN will finalize application]
 - JW can print out ¼ sheet flyers to hand out [EN will adjust flyer, send to JW]
*Need at least 250 flyers
 - Board Members to be present: LN, JW, BR, JB, JW, CH, EN
 - EN: Round table cloth
 - Table near outlets
 - Computer for PPT loop, ipads
 - Arrive hour early for set-up
 - Clipboards -- Google Form? -- JB

VII. Committee Reports:

- a. Governance (Elizabeth) - Add Project Management skill set to Board Need Matrix
- b. Financial (Tom) -

- c. Personnel (John)
- d. Marketing (John, Jennie, Emily)
- e. Advisory Board (Josh, Lily)

VIII. Executive Director's Report

X. Closed Session (if needed) Pursuant to GS 143-318.11(a)(1) the Board will move into closed session for the purpose of discussion of Board of Directors candidates.

XI. Action items:

Next meeting scheduled for Sunday, April 7.

JW made a motion, LN seconded
Meeting adjourned at 7:55pm.