

Wilmington School of the Arts  
Meeting of the Board of Directors  
1911 Perry Avenue, Wilmington, NC  
April 7, 2019  
6:00 p.m.

[meet.google.com/emo-vwzw-iso](https://meet.google.com/emo-vwzw-iso)

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

I. Call to Order

EN call to order at 6:01pm

TM, EN, BR, CH, JW in attendance

LN and JW joined online

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 TM

III. Approval of Previous Meeting minutes

BR move to approve, CH will go back to add JW to Development Committee

BR move to approve with amendment, TM seconds

IV. Financial Report - TM

Current balance: \$228

Invoice for \$48

V. Old Business

- a. NC ACCESS Grant Update - Submitted grant 2 days early, received email back from NC ACCESS office to inform of next action steps and dates
  - i. EN to upload final submission to Team Drive
- b. Outreach Events - Community Outreach Committee
  - i. Reception - May 18 from 6-8 pm; catering (finger foods) provided by Beth, WSA provide drinks →
    1. BR to check with Mike at Fly Trap and Lighthouse for beer donations
    2. Tony interested in donating wine
    3. JW sent invitation design, EN + CH to help with wording on invitation
    4. LN to provide final invite list/numbers (30 evites + 8 hard copy invitations)
      - a. Invitations to go out by April 13
      - b. RSVP back by May 11

- c. Advisory Board invited by email; start with 20 hard copies of invitation
- d. Belly tables donated from Thalian Hall
- e. EN to create shared doc for board members to record additional invitations
- f. Beth will hand-deliver some invitations
- 5. BOD will discuss purpose/goals of reception
- ii. Recital - discussion is tabled until later date

## VI. New Business

- a. Board Training Timeline - BR
  - i. First annual board meeting in June discussion topics:
    - 1. Expand beyond 9 members?
    - 2. Term lengths for those board members that wish to stay?
    - 3. Interviewing new board members
    - 4. Create Nominating Committee
    - 5. Determining board needs/specialties we should seek out
  - ii. Governance Committee will meet soon to plan out discussions with current board members about intentions
- b. Planning Year Timeline JW
  - i. JW and TM discussed budget; will discuss contingency plan in the case that we do not receive the NC ACCESS grant
    - 1. Plan to touch base with First Citizens Bank
    - 2. July 1 - new fiscal year begins
    - 3. July & August -- detailed planning for the Planning Year
    - 4. RTO process begins in the fall
    - 5. Board solidification priority in next two months
    - 6. Qeno -- resources that can help board training
  - ii. Currently 2 LOIs from School House (BR)
  - iii. JW will ask Morris (Sunset Baptist Church) about June meeting space

## VII. Committee Reports:

- a. Governance EN: No updates
- b. Financial TM
  - i. Additional Planning Year Grants - Development Committee will continue seeking out available grants
  - ii. 501-C3 application is a priority
  - iii. TM will collect information from board members

- c. Personnel JW: No updates
- d. Community Outreach EN: No updates
- e. Development
  - i. Committee Updates JW
    - 1. Add JW to Development Committee
    - 2. Website needs active updating
      - a. Keep the website fresh with timely articles
      - b. Include information about NC ACCESS application grant
      - c. Different platform will need to be explored at a later date
      - d. CH will update website and look into linking to FB/Twitter
    - 3. Create guideline for number of posts per week on social media (JW recommends 3 posts a week with FB, IG)
    - 4. CH will create spreadsheet of contacts to send weekly newsletters -- Mail Chimp → first newsletter aim for July
    - 5. BR to send current contact list to CH
    - 6. JW brought up 2 events:
      - a. Touch a Truck by Junior League of Wilmington - April 28 from 11-3:30pm; \$120 for vendor booth @ The Pointe
      - b. Kids Fest - Hugh McRae Park -- \$100 - May 18 from 10am-1pm
      - c. JW will contact hosts to find out about non-profit fees

VIII. Executive Director's Report JW - no updates

X. Closed Session (if needed) Pursuant to GS 143-318.11(a)(1)

XI. Action items:

Next meeting scheduled for May 5, 2019 - 6pm .

Meeting adjourned at BR motion to adjourn, JW second - 7:21pm.