

Wilmington School of the Arts
Meeting of the Board of Directors
1911 Perry Avenue
Wilmington, NC 27401
September 9, 2018
5:00 p.m.

Meeting called to order at 5:04 p.m.

In attendance: Barry Rice (BR) John Westberg (JW) Elizabeth Naigele (EN) Joshua Bailey (JB) Emily Orr (EO) Tom Martyn (TM).

Absent with notice: Danielle Gagnon. Absent: Lily Nelson (LN).

JW motions to approve minutes from August 26th. EN seconds. All approved. (September 2nd meeting was canceled.)

Fundraising - Go Fund Me fundraiser has \$820 to date. - TM has requested to draw down the funds. EO will send the form to TM for the \$1000 application fee which will be sent to DPI.

Impact Media - BR gave update. Unclear as to whether or not we can retrieve data from the last six weeks. BR will send another email. JW says he and BR need to go in person.

Facility Update- JW is in regular communication with them and sees "no problem" obtaining the signed lease in time for the application.

Application - Review and clarification on many items. EO is concerned that review process is not clear and needs to be better organized. Editing and commenting need to have a hard stop date so that the application can be finalized and uploaded.

EO expresses that board members need to be committed. Board attendance isn't good and many have not opened the shared folder to read the application documents, which is the minimum that needs to be done. We should confirm members' commitment before application is submitted. BR will talk to those absent to make sure they are attending the next meeting.

BR is concerned that agent of record is not updated. EO does not have email about it. BR will resend. EO clarifies that paperwork outlining the amendment is required for the application. BR will send paperwork.

Discussion about budget and missing line items. JW, TM, and EO will meet "after next week" when information is provided. Need quotes for LINQ, employee benefits, liability insurance, IT, utilities.

Discussion about AP position. Do we need it? EN, JB, JW all feel strongly that it is needed. TM and BR want to make sure we build a fund balance. Position will be prioritized pending outcome of the budget once missing numbers are filled in.

EO asks if we are saying "Operations Manager" or "Director of Operations." All present recommend "Director of Operations."

Appendices - EO asks all to read Appendices A1 and A2 for language and content.

We are not submitting Appendix D (Form 990) because it is optional unless applicant is partnering with an EMO/CMO, which we are not.

Appendix E will show Advisory Board pointing to Board of Directors.

We need insurance quote for Appendix L.

Appendix P is provided for those present to sign. EO recommends using LB & A accountants, as they are reliable and we need to make a decision. No objections. EO asks about how to get the signatures of people who are not in attendance.

EO outlines conversation with Tom Miller of Leaders Building Leaders. The company offers virtual monthly board training. EO feels that we need someone to come to our meetings in person, as flexible virtual meetings mean that we may not complete them. No decision is made about using Leaders Building Leaders or any other outside company.

EN will talk to Eric Sanchez (Henderson Collegiate) about possible mentoring.

TM makes a motion to adjourn the meeting. JW seconds. Motion passes.

Meeting adjourned at 6:22 p.m.

Next meeting is scheduled for Sunday September 16th, 2018. Due to inclement weather, meeting may be held via teleconference (Google Meet.)