



The Brotherhood of Excellence Academy
Board of Director's Agenda
Teleconference – Google Hangout
Thursday, August 8, 2019
7:00pm Agenda

Present Board Members: Chameeka N. Smith (Ex-Officio /Founder),
Sharon Thomas, Zonja Glover

New Board Member: Tanesha Cameron-Cole

Absent: Tamala Anderson

- Call to Order – Chameeka N. Smith @ 7:06 pm
- Opening Prayer – Chameeka N. Smith
- Board Member Introductions
- Review and approval of April 11, 2019 – Chameeka N. Smith

Motion made by Zonja to approve the minutes from April 11, 2019

Motion 2nd by Tanesha

Discussion

Unanimous Approval of the minutes for April 11, 2019

- Policies and Procedures Manual- Board of Director Approval (Voting)

Motion made by Sharon to approve the Policies and Procedure manual for The Brotherhood of Excellence Academy

Motion 2nd by Zonja

Discussion

Unanimous vote to approve the Brotherhood of Excellence Academy Policies and Procedures Manual

- Dismissal of Roberts Rules of Order- Board members agreed to dismiss the continual usage of Roberts Rules of Order for the remainder of the meeting
- Review of Mission and Vision
- Officers
 - Current Officers
 - Sharon Thomas (Board Chairperson- Founding Board Member)
 - Tamala Anders (Secretary- Founding Board Member)
 - Zonja Glover (Treasurer- Founding Board Member)
 - Chameeka N. Smith (Executive Director/Founder- Ex Officio member)
 - New Officer – Founding Board Member
 - Tanesha Cameron-Cole – (Founding Board Member)

As Noted in the By Laws regarding Founding Board Members:

Article III: Board of Directors

Section 3: Number

The Board of Directors consist of between no less than five (5) and no more than seven (7). The board may change the number from time to time by a simple majority vote at a regularly scheduled meeting. The founding Board of Directors will operate with a minimum of three (3) people as identified by the IRS requirement. The founding Board of Directors will continue to oversee the operations of the corporation until a complete Board of Directors has been elected and/or appointed by the founding executive director with completed paperwork and elected for approval by the founding Board of Directors. The founding Board of Directors will continue as members of the full board as outlined within these bylaws.

Section 5: Terms

Except as provided for the founding Board of Directors, which shall be a one year term from the date of the final person, as in compliance with Article III section 3, appointed and/or elected by the founding executive director to the Board of Director, of the first annual meeting, Board of Directors shall serve a term of three (3) years from the date of their appointment or until their successor are seated. A full three (3) year term shall be considered to have been served upon the passage of three (3) annual meetings. After election by the Board of Directors, the term of Directors may not be reduced, except for cause as specified in these bylaws. Directors can serve consecutive sessions. Directors shall take office on June following the annual meeting at which their appointment is announced.

- Strategic Plan 2018-2019 – Year 01 Accomplishments Reviewed- Chameeka N. Smith
 - Approval of Bylaws, mission and vision statement
 - 4 Founding board members secured
 - Board application
 - NC Secretary of State Nonprofit status approval
 - IRS Federal Nonprofit Exempted Organization
 - Bank accounts set-up
 - 3 ways to give
 - Paypal
 - Givelify
 - Check
 - Published Website
 - Policies and Procedures Manual
 - Saturday Enrichment Application
 - Attended Small Business Classes
 - Held 3 board meetings

- Strategic Plan 2019-2020- Review – Tabled to December 2019
- Nonprofit Status Approval (Determination Letter)- Chameeka N. Smith
 - We received our determination letter from the IRS and are officially recognize as a 501 (c)(3) organization. With this status, we have access to all discounts provided by any public nonprofit organization
 - Determination letter has been posted on the website
- High-Quality Saturday Enrichment Program/Curriculum (Year 01)
 - Programming Year 01
 - ED shared the Saturday Enrichment Programming for Year 01 of the program
 - Targeted Start Date: **Saturday, September 12, 2020**
- Financial Update
 - NC Solicitation License Update – Chameeka N. Smith
 - We received our letter from the NC Solicitation office. Our organization is currently exempt from any License cost for fundraising until May 2020. Yearly submission and approval by the NC Solicitation office for public solicitation is required.
 - Account Status: \$747.93- As of August 8, 2019
- Fundraising Strategic Plan – Phase I (Phase II- Strategic fundraising plan)
 - Currently, our organization has three ways to receive donations (Phase I):
 - Givelify
 - PayPal
 - Written checks – Form available on the website
 - ED will work with the board to develop a fundraising strategic plan- Phase II)
- Long Range projections
 - Projected Numbers: 12 Boys
 - Budget Projections: \$70,000 for Fall 2020 Saturday Enrichment
 - Saturday Enrichment
 - Fall 2020- Saturday Enrichment Programming (6th-8th grade)
 - Fall 2021- Saturday Enrichment Programming (6th-8th grade)
 - Fall 2022- Saturday Enrichment Programming (6th-8th grade)
 - Fall 2023- Saturday Enrichment Programming (6th-8th grade)
 - Fall 2024- Saturday Enrichment Programming (6th-8th grade)
 - Fall 2025- Saturday Enrichment Programming (6th-8th grade)
 - Summer Camps
 - Summer 2021- Summer Camp (6th-8th grade)
 - Summer 2022-Summer Camp (6th-8th grade)
 - Summer 2023-Summer Camp (6th-8th grade)
 - Summer 2024-Summer Camp (6th-8th grade)
 - Summer 2025-Summer Camp (6th-8th grade)
 - Summer 2026-Summer Camp (6th-8th grade)
 - Afterschool Programming

- Fall 2023 (6th-8th grade)
 - Fall 2024
 - Fall 2025
 - Fall 2026
 - Fall 2027
 - Fall 2025- 9th-grade academy
 - Conferences, Seminars, workshops, and retreats (for-profit organization)
- Next Steps
 - Nonprofit Insurance
 - Chameeka will continue to work on securing nonprofit insurance
 - Development of Streams of Funds Plans (Committee)
 - Three areas the board will continue to work on:
 - Fundraising
 - Sponsor a child – Also will need to be available when collecting donations
 - Sponsor a meal/food – Also will need to be available when collecting donations
 - Thank you cards- personalization
 - Marketing
 - Suggestion included securing an intern for marketing and communication, newsletters, and continuous communication with donors
 - Utilizing University/college undergraduates for opportunities in marketing (School of Business and School of Business)
 - QR Codes links to giving
 - Social Media
 - Suggestion included securing an intern/volunteer to develop our social media presence
 - Utilizing University/college undergraduates for opportunities in Social Media (School of Business and School of Business)
 - Treasurer’s name on the bank account
 - Chameeka is working on securing financial personnel for the organization
 - High-Quality Saturday Enrichment Program/Curriculum – Year 02
 - ED will work to develop Year 02 Saturday Enrichment Program projections
 - Summer Camp Curriculum- Year 01
 - ED will work to develop Year 01 Summer Camp Curriculum projections
 - Social Media Campaign

- Suggestion included securing an intern/volunteer to develop our social media presence
 - Utilizing University/college undergraduates for opportunities in Social Media (School of Business and School of Business)
- Renting Office Space- Spring 2020
- Creating a Donor database/Thank you letter template– (Chameeka will work with Tamala)
 - Individuals Donors
 - 1st Time donors (Creating an experience)
 - Loyal donors (Yearly Consistently)
 - Major Donors (\$1,000 over)
 - One time wonder donors-
 - Lapsed donors (12 months since last gift)
 - Corporate Donors
 - Sponsorships
- Next Meetings
 - December 12, 2019 at 7:00pm
 - April 9, 2020 at 7:00pm
 - August 13, 2020 @ 7:00pm
 - December 10, 2020 @ 7:00pm
- Questions/Concerns/Ideas/suggestions
- Prayer – Chameeka N. Smith
- Adjourn – 8:10pm

*** Note New mailing address-

The Brotherhood of Excellence Academy
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