

Date Scheduled: April 9, 2020

Meeting Title: Brotherhood of Excellence Academy Board of Directors Meeting

Location: Webex Platform Video Conference

Group Leader/ Facilitator: Chameeka Smith

Recorder: Tamala Anderson

Time Keeper: Chameeka Smith

Scheduled Time			Actual Time			Meeting Cost
<i>Start</i>	<i>Stop</i>	<i>Total Hrs.</i>	<i>Start</i>	<i>Stop</i>	<i>Total Hrs.</i>	\$0.00
1900	2100	2hrs	1919	2013	1 hr 6 secs	

Members to Attend	Role	Attended	
1. Chameeka Smith	Executive Director/ Founder	x	
2. Sharon Thomas	Chairman of the Board	x	
3. Zonja Glover	Founding Board Member		
4. Tanesha Cameron-Cole	Founding Board Member	x	
5. Tamala Anderson	Secretary		
6.			

Set Objectives (Agenda Items)	Responsible	Method	Time
1. Review and approval of 12/12/2019 minutes	Executive Director/ Founder		
2. Review of Mission and Vision	Executive Director/ Founder		
3. Financial Update - Projected Budget 2020 - 2021	Executive Director/ Founder		
4. Actual budget plan of date March 31, 2020	Executive Director/ Founder		

5. Approved Motion Updates	Executive Director/ Founder		
6. Bylaw addendum by Founding Board of Directors	Executive Director/ Founder		
7. Accomplishments from January 2020 - April 2020	Executive Director/ Founder		
8. Next Steps	Executive Director/ Founder		
9. Next Meetings	Executive Director/ Founder		
10. Long Range projections	Executive Director/ Founder		

Delegated Task	Person Responsible
1.	
2.	
3.	
4.	
5.	
6.	

Meeting Notes

The meeting was called to order by Chameeka Smith, Executive Director/ Founder.

Prayer: Sharon Thomas

Chameeka Smith, Executive Director/Founder, briefly covers BEA's vision, mission and newly added core values (JUICEAS).

A motion was made to approve the December 12, 2019 Minutes by, Tanesha Cameron-Cole, Founding Board Member. The motion was seconded by Sharon Thomas, Chairman of the Board. There were no questions from the board. A motion was made to vote on the approval of minutes made by Chameeka. The Board unanimously approved December 12, 2019 minutes.

FINANCIAL UPDATE:

From this point, Chameeka directs the meeting beginning with the financial report. As of 31 March 2020, BEA has \$2437.38 in its bank account. **\$.00 was spent on assistance with the Filing of BEA 990N Form with the IRS.** Chameeka shares the Chart of Accounts and Expense Codes for future BEA purchases:

- **Spend up to \$325.00 on PowerChurch Plus Financial Software**
- **Spending of up to \$500.00 for a BEA laptop.**
- **Spend up to \$500.00 on financial literacy curriculum materials - Package 1.**

Fiscal Year Expense Budget - \$64,220

Actual expense includes Mr. Walker's \$25.00 hourly teaching fee, which can be covered by our current bank statement of \$2437.38.

1st. Projected Budget Proposal for Approval of BEA 2020 - 2021

- **Question 1:** Tanesha asked, "If we were able to fundraise or receive a grant to cover a student's tuition with a scholarship, then could we have them in place for those who may not be able to meet the \$50.00/month tuition fee? **Potential idea:** Sponsorships to cover students tuition.
 - Chameeka mentions there is a portion in the application concerning the need for scholarship with the condition that families actively participate to fulfill their obligation. Ideally, BEA would like to have scholarships in place.

Motion to Approve: Tanesha

Motion seconded: Sharon

The board is in agreement of the projected budget amount of \$64,220 for Fiscal Year 2020-2021.

2nd Proposal for Approval Bylaw Addendum by Founding Board

- **Question 1:** Sharon adds, "Along with addendum mentioning sexual identity; gender should be added as well. **Potentially** list with the original gender assignment at time of birth. How is sexually identity related to hiring employees? Are we talking about sexual identity (sexuality) or gender?"

- **Question 2:** Tanesha adds, "Certain States allow individuals to change gender on their birth certificates. **Potentially** list with the original birth certificate.
 - Chameeka makes immediate changes. We are focused on gender; therefore, sexual identity is removed.

Motion to Approve: Sharon makes a motion that the Board approve the following statement: *We believe that an individual's gender is based on their birth certificate and/or gender assignment at time of birth. The Brotherhood of Excellence Academy is a faith-based organization that operates on biblical principles. These biblical principles, as outlined in our bylaws, will be followed and enforced when hiring all employees and volunteers associated with the corporation. When areas of gender are in question, the corporation will comply with the outlined bylaws and scripture references associated within the approved bylaws. This addendum can not be changed for any reason.*

Motion seconded: Tanesha

The board is in agreement of the before mentioned bylaw addendum.

Sharon made a motion to dismiss Robert's Rules of Order and Tanesha seconds. The board is in agreement to dismiss Robert's Rule for the remainder of the meeting.

Chameeka shares an update to Saturday Enrichment Application

All students must be signed in by a parent/guardian at each session and are not permitted to be dropped off without being signed in.

- **Question/Comment:** None

New Address: 1444 Jeffrey's Rd. / Suite 259 / Rocky Mount, NC 27804

- **Question/Comment:** Chameeka clarified this address is separate from the physical office building because there is no mailbox. Website does list address

End- of- Year Donor 990 Statements were sent out to all donors for 2019.

- **Question/Comment:** None

Marketing /Social Media Facebook postings are shared to the board.

- **Question/Comment:** Tanesha asked, "Where will the video air?" Chameeka says, "Facebook is the primary platform."

Items PAUSED - Coronavirus

- High Quality Saturday Enrichment Program/Curriculum – Year 02 (2021-2022)
- Summer Camp Curriculum- Year 01 (2021)
- Job Posting
- Conference/Retreat/Workshops/Seminars
 - A desired speaker emailed that she is interested.

- Update Strategic Plan Goals 2019-2022

Next steps

- Saturday Enrichment starts Fall 2020 and for the next 5 years
- Summer Camp -2021
- Afterschool Programming Fall 2023 - Fall 2027
- Academy Fall 2025

Grant Opportunities

- State Farm
- Walmart Foundation
- NC SECU Foundation
- Dollar General Foundation
- Bank of America
- Presbyterian of New Hope
- Edgcombe Charitable Foundation
- Wells Fargo

More NEXT STEPS:

Development of Streams of Funds plan (committee)

Fundraising (conferences/retreats/workshops/seminars)

Grant writing

Treasurer's name on bank account

Year 02 Planning

Summer Camp Year 01 planning

Spreading the word

Securing a bookkeeper/payroll/CPA

Board Member Recruitment

- **Question/Comment:** Tanesha asked, "Are there any particular characteristics we are seeking for future board members?" Chameeka states, "We are still a founding board, we are ideally looking for African American over the age of 18 with specific skill sets along the lines of marketing, graphic design and or grant writing. However, we welcome what others can add to the board."

Strategic Plan updates

<p>Next Meetings *Note BEA's Fiscal Year is July 1st.</p>
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Year	Day	Topic
2020	August 13	
	December 10	
2021	March 11	
	June 10	Annual Meeting/Budget/Election of Officers
	September 9	
	December 9	
2022	March 10	
	June 16	Annual Meeting/Budget/Election of Officers
	September 8	
	December 8	

Closing prayer: Sharon
Chameeka adjourns the meeting at 2013 or 8:13PM.