



The Brotherhood of Excellence Academy
Board of Director's Agenda
Teleconference (Google Hangout)
April 11.2019
7:00pm Agenda

Present Board Members: Chameeka N. Smith, Sharon Thomas, Tamala
Absent: Zonja Glover

- Call to Order- Chameeka N. Smith
- Opening Prayer – Chameeka N. Smith
- Board Member Introductions
- Review and approval of December 13, 2018 – Tamala Anderson
 - Motion made by Sharon to approve the minutes from December 13, 2018
 - Motion 2nd by Chameeka
 - Discussion
 - Approval of the minutes for December 13, 2018
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- Bylaw Signature and Board of Director Approval
 - Motion made by Tamala to approve the Brotherhood of Excellence bylaws
 - Motion 2nd by Sharon
 - Discussion
 - Unanimous vote to approve the Brotherhood of Excellence Bylaws
- Chameeka proposed to the board to accept the Amendment to Mission Statement
 - Proposed Mission Statement: **Ending fatherless generations** by preparing males for Empowerment, Entrepreneurship, Enrollment, Enlistment Employment
 - Motion made by Sharon to approve the Brotherhood of Excellence amended to the mission statement as proposed
 - Motion 2nd by Tamala
 - Discussion/Question asked and responded
 - Unanimous vote to approve the Brotherhood of Excellence amended mission statement
- Dismissal of Roberts Rules of Order
- Review of Mission and Vision
- Policies and procedures
 - Policy manual will be emailed in April 2019 for approval during August 2019 Board of Directors Meeting
- Officers
 - Current Officers
 - Sharon Thomas- Board Chairperson (Founding Board)
 - Tamala Anderson- Secretary (Founding Board)

- Zonja Glover- Treasurer (Founding Board)
 - Chameeka N. Smith -Executive Director
- Strategic Plan 2018-2019 updates
- Small Business Center Workshop updates
- 501(c)(3) application update
 - Currently awaiting approval
- Financial Update
- Special Event- 2019 (Committee)
 - Black Male Conference - **“Breaking the school to Prison pipeline”** conference
 - Committee Planning
- Long Range projections
 - Projected Numbers: 12 Boys
 - Budget Review
 - Fall 2019- Saturday Enrichment (10 months) (6th-8th grade)-
 - Summer 2020- Summer Camp (6th-8th grade)
 - Fall 2020- Saturday Enrichment and After School Programming (6th-8th grade)
 - Summer 2021-Summer Camp (6th-8th grade)
 - Fall 2021- 9th grade academy
 - Conference, Seminars, Workshops, Retreats
- Next Steps
 - Nonprofit Status Approval (Determination Letter)
 - Nonprofit Insurance
 - Development of Streams of Funds Plans (Committee)
 - Treasurer’s name on bank account
 - High Quality Saturday Enrichment Program/Curriculum
 - Social Media Campaign
 - Creating a Donor database/Thank you letter template– (Chameeka will work with Tamala)
 - Individuals Donors
 - Corporate Donors
 - Sponsorships
- Next Meetings
 - August 8, 2019 at 7:00pm
 - December 12, 2019 at 7:00pm
 - April 9, 2020 at 7:00pm
- Questions/Concerns/Ideas/suggestions
- Prayer - Tamala
- Adjourn – 8:30pm

The Brotherhood of Excellence Academy Strategic Plan for FY 2018 to FY 2021

Vision: Every young male will discover and fulfil their authentic destiny

Mission Statement: Our Academy will transform young men from traditionally, underserved populations through a high quality, engaging college preparatory program that results in closing the opportunity gap and graduates succeeding in college and life.

At BEA, we are preparing young males for enrollment, enlistment, entrepreneurship employment and empowerment

Goal 1: Establish Operational Documentation for the Corporation

#1	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
1A	Bylaws	Create and approve corporation bylaws by the board	Documents filed in the corporate records	May 2018-Completed Approval-December 2018	Executive Director	Bylaws completed- May 2018 Currently being reviewed by the lawyer	
1B	Mission/Vision	Craft a mission and vision statement to convey the purpose of the corporation	Documents filed in the corporate records	May 2018	Executive Director	Mission and vision statements completed- May 2018	
1C	Board Member Recruitment	<ul style="list-style-type: none"> • Send out Board member applications to potential board members • Solicit initial interest from former associates 	<p>Completed board member Application</p> <p>Confirmed Applications returned and filed in the corporate records</p>	May 2018-December 2018	Executive Director	Board Member Application drafted and completed- May 2018 Two new board members Zonja Glover Tamala Anderson	
1D	Filing paperwork	Apply for a nonprofit status with the NC secretary of state	Completed and mailed	FY 2018	Executive Director	Application completed – June 4, 2018 approved	

#1	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
			application Approved application filed in the Corporate notebook				
1E	Bank Account	Completing IRS FEIN number application Setting up corporate bank account	Evidence of a bank account Evidence of checks/debt cards for transactions	August 2018	Executive Director Board Treasurer	Set up bank account at Southern Bank (November 2018) Current Deposit: \$100.00	
1F	Charitable License Requirement	Draft a letter with articles of incorporation and bylaws to the charities division	Approved letter from the NC charities division filed in the corporate records	August 2018	Executive Director Board Chairperson	November 2018: Awaiting to submit 501(c)(3) application approval	
1G	Registering as a nonpublic school	Complete the nonpublic school form and submit	Approved notification from the nonpublic school division in the corporate records	October 2019	Executive Director	Tabled until 2020 Changed to Tabled until 2021	

#1	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
1H	501 (3)(c) Application	Prepare and complete the 1023 form from the IRS nonprofit federal exemption	Determination Letter	May 2018-September 2018	Board of Directors Executive Director	November 2018 Retained a lawyer who is currently working on our application for nonprofit status	
1I	Accreditation process	Draft a plan on the accreditation body the school will solicit for accreditation purposes	Drafted Plan	December 2018	Board of Directors Executive Director	Tabled until 2020 Aligned with nonpublic school status of 2021	
1J	Board of Director Meetings	Draft meeting schedule for the Board of Directors; set up online meeting format	Schedule Access Codes Minutes	June 2018	Board Chairperson Executive Director	Completed July 2018 Dates: August 2, 2018 December 13, 2018 April 11, 2019 August 1, 2019 December 2019	

#1	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed

Goal 2: Enhancing and promoting the corporate image

#2	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
2A	Branding Logo	Designing or contracting with a graphic designer to design and register a corporate logo.	Corporate logo, registered to be used for branding of the corporation	June 2018	Executive Director	Logo designed- June 2018 Graphic Designer Needed- January 2019 (redesign the logo professionally)	
2B	Website Creation	Securing a free website Designing website Website content Resource Page	A functioning website with access to obtain donations	July 2018	Executive Director	Temporary website completed and published – July 2018 Currently operating our current temporary site; will pay the domain name to secure a permanent site (January 2019)	

2C	Brochure/ Business Cards	Designing Corporate brochures and business cards	Order and print business cards and brochures	March 2019-April 2019	Executive Director	November 2018 Update: Change to March 2019-April 2019	
2D	Prospective Report (Corporate Report)	Drafting a summary of the corporation Financial needs and equipment, leasing, etc	A report outlining the three (3) year plan for the corporation	December 2018-April 2019	Executive Director	December 2018 update: Change to December 2018- April 2019 Focus on Saturday Enrichment, Summer Camps and Afterschool Programming	
2E	Facebook Page	Drafting a Facebook Page Publishing a Facebook Page	Evidence of a Facebook Page	July 2018- September 2018	Executive Director	Completed-unpublished- June 2018 Missing: Social Media Content	
2F	Twitter Page	Drafting a Twitter Page Publishing a Twitter Page	Evidence of a Twitter Page	July 2018- September 2018	Executive Director	Completed- June 2018 Missing: Social Media Content	

2G	Content/ Materials for social media pages	Crafting links, questions, interaction for social media pages	Various posting on social media pages	September 2018-June 2019 Ongoing	Executive Director	Missing: Social Media Content	
2H	Blog	Crafting links, questions, interaction for blog	Evidence of blog	September 2018-June 2019 Ongoing	Executive Director	Missing: Social Media Content	
2I	Community Events	Attending community events to create awareness of corporation and services provided	List of community events and confirm confirmation for the corporate records	September 2018-June 2019 Ongoing	Executive Director	December 2018 Update: Date Change: February 2019- December 2019 Once the 501(c)(3) has been approved	

Goal 3: Establishing Internal Operational Documentations

#3	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
3A	Policies	Writing Corporate Policies	Written and approved corporate policies	April 2018	Executive Director Board of Directors	51 Policies completed- April 2018	
3B	Employee Handbook	Writing an employee handbook based on corporate policies and bylaws	Written handbook documentation and applications located in the corporate records	April 2018	Executive Director	Employee handbook and applications completed- April 2018	
3C	Job Descriptions	Draft a job description for each corporate position	Job Descriptions copies located in the corporate records	October 2018	Executive Director	December 2018- Update: Board of Director job descriptions completed	
3D	Student Handbook/ Code of Conduct	Draft a student handbook that reflects student expectations within the corporation	Written student handbook located in the corporate records	May 2018	Executive Director	1 st draft completed- May 2018	
3E	Curriculum Lesson plan format Curriculum maps	For each subject taught, design a curriculum map Draft a lesson plan format	Curriculum Maps and lesson plan format located in the corporate records	October 2018- December 2018	Executive Director	December 2018 Update: Curriculum <ul style="list-style-type: none"> • AVID Components/Kagan • ACT Engage/Teresa 	

						<ul style="list-style-type: none"> Cultural Events/College Visits 	
3F	Corporate Calendar	Design an academic calendar year 2019-2020	Copy of the academic calendar in the corporate records	May 2018	Executive Director	<p>Tabled until 2020</p> <p>Fall 2019-2020 Saturday Enrichment Calendar</p>	
3G	Virtual/Online classes	Investing virtual/online classes Cost per student	List of options for students	October 2018	Executive Director	Tabled until 2020	
3H	Instructional Materials including computers /Equipment	Investigate and draft a budget of instructional materials	Draft budget	June 2018	Executive Director	<p>December 2018 Update: Drafting the Saturday Enrichment Budget December 2018-January 2019</p> <p>NC Surplus Property NC School Bus Surplus</p>	

Goal 4: Fundraising/Resource Development

#4	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates	Action Completed
4A	Website Promotion	Promoting the website on various social media outlets, emails, google search	Solicitation of donations	September 2018	Executive Director	December 2018 Update: Pending the 501(c)(3) status	
4B	Planning our first “Breaking the school to Prison pipeline” conference	4 conferences in 2019 2 day conference (either Friday night and Saturday or 2 week days) Registration Advertisement Lunch Location	Solicitation of donations	September 2018-June 2019	Executive Director	December 2019 Update: Dates for 2019: Goal 4 Conferences Looking to work for with a planning committee	
4C	Grant Writing	Research and apply for grants <ul style="list-style-type: none"> • NC State Credit Union • Walmart Foundation • Community Foundation • The Cemala Foundation • Dollar General • Sam’s Club 	Solicitation of donations	Ongoing	Executive Director Board of Directors	December 2018 Update March 2019- Small business classes <ul style="list-style-type: none"> • March 2, March 12-13 2019 Looking at the 21 st Century Learning Center Grant for NC	
4D	Go Fund Me page	Development and posting information for Solicitation of donations	Solicitation of donations	Ongoing	Executive Director	December 2018 Update Pending 501(c)(3) status	

4E	For Profit Corporation	Use information from Start Church to fund the nonprofit	Source of Income	November 2018	Executive Director	Chameeka N. Smith Seminars LLC approved by the State of NC August 2018	
4F	Sponsorship	Draft a list of potential companies for donations	Solicitation of donations	November 2018	Executive Director	December 2018 Update Not started	
4G	Speaker Bureau	Draft a list of speakers bureau and submit forms to speak about the corporation	Solicitation of donations	January 2019	Executive Director	December 2018 Update Pending 501(c)(3) status	
4H	Saturday Enrichment Twice a month	To develop a Saturday Enrichment program for 6 th -8 th grade boys	Cost: \$150.00 per month	Fall 2019	Executive Director	December 2018 update: Budget development Location investigation Cost analysis Curriculum/materials Calendar of Events Application Teachers Transportation/food	
4I	Summer Camp	To develop six (6) academic summer camp (1 week each) including a college visit (6th-8 th boys) Draft budget Hire teachers and tutors Rental facility Charter busses	Cost: \$300.00 per week	Summer 2019	Executive Director	December 2018 Update: Changed to Summer 2020	

		Recruitment/Application					
4J	Afterschool Programming	To develop afterschool programming (12 hours per week) focused on college and career readiness (6 th -8 th grade boys)	Cost: \$150.00 per week	Fall 2020	Executive Director	December 2018 Update: Added to the plan	

Goal 5: Facility Set Up and Recruitment

#5	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Action Completed
5A	Renting a facility for summer camps/Saturday Enrichment	Researching the area for facility pricing; investigating location	Securing a contract Facility Listing in the corporate records	January 2019	Executive Director		
5B	Student Recruitment (6th-8th grade boys) Summer camp (6) Target 50-students per	Conducting presentations at faith based locations Boys/Girls clubhouse Boy Scouts Alternative Placement locations	# of parents who attend the event # of applications received # of interviews conducted	January 2019-July 2019	Executive Director	December 2018 Update: Change to Tabled to January 2020-July 2020	

	camp	Public Housing Community Centers Athletic events Middle Schools	# of accepted students				
5C	Faculty Recruitment(4)/ Volunteer Recruitment(4) Summer Camp	Advertise online (indeed; craigslist) to recruit \$25.00 per hour Chamber of Commerce School System	1099 Contract Commitment Letters Comply with corporate core values, functional values Sign in sheets of attendance of orientation training	January 2019-April 2019	Executive Director	December 2018 Update: 1099 Contracts completed Summer Camp application completed Changed to Tabled to January 2020-July 2020	
5D	Summer - Camp Planning (Boys) Target: 50 per camp	Drafting a budget Applications Charter Bus Lunch daily Teachers Rental	Documentation	November 2018-May 2019	Executive Director	December 2018 Update: Budget has been drafted Changed to Tabled to November 2019-May 2020	
5F	Students for Academy 9th graders Target: 50 students	Conducting presentations at faith based locations Boys/Girls clubhouse Boy Scouts Alternative Placement locations	# of parents who attend the event # of applications received # of interviews conducted	January 2019-July 2019	Executive Director	Tabled to 2020 December 2018 Update: Changed to Tabled to 2021	

		Public Housing Community Centers Athletic events Middle Schools	# of accepted students				
5G	Students for Saturday Enrichment Target: 50 students MS boys	Conducing presentations at faith based locations Boys/Girls clubhouse Boy Scouts Alternative Placement locations Public Housing Community Centers Athletic events Middle Schools	# of parents who attend the event # of applications received # of interviews conducted # of accepted students	January 2019-July 2019 Starting Fall of 2019	Executive Director and staff	December 2018 Update: Drafting Budget, Schedule and application	

5H	Students Afterschool Enrichment Target: 50 students MS boys	Conducting presentations at faith based locations Boys/Girls clubhouse Boy Scouts Alternative Placement locations Public Housing Community Centers Athletic events Middle Schools	# of parents who attend the event # of applications received # of interviews conducted # of accepted students	Fall 2020	Board of Directors Executive Director	December 2018 Update Added line	
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Goal 6: Board of Directors

#6	Focus Item	Action	Measurement Outcome	Timing	Responsibility (Oversight)	Status Updates/Notes	Month Completed
6A	Orientation	Hosting our first Board of Directions annual meeting and joint retreat <ul style="list-style-type: none"> • Schedule • Location • Cost • Materials • Budget Approval • Strategic review • Team Building • Bylaw reviews Friday Night/Saturday Morning	Minutes Sign in sheets	June 2019	Board of Directors Executive Director	First board of Director meeting held online on Thursday, August 2, 2018 to discuss <ul style="list-style-type: none"> - Vision - Mission - Phases - Articles - Bylaws update - Commitment letters - Duties and responsibilities - Conflict of Interest - Election of officers December 2018 Update: 2 nd board of Director Meeting will be held on Thursday, December 13, 2018 (agenda drafted) - online	
6B	Fundraising Resource Development	Hiring a development coordinator	Contract in corporate Records	August 2019	Executive Director		
6C	Board/Staff Retreat	Staff Orientation	Minutes Sign in Sheets	August 2019	Executive Director		

6D	Strategic Plan Year 02	Draft a strategic plan	Approved Copy in the Corporate records	May 2019	Executive Director		
6E							

Long Term Programming Projections

Fall 2019- Saturday Enrichment Programming

Summer 2020- Summer Camps

Fall 2020- Afterschool programming and Saturday Enrichment Programming

Fall 2021- 9th grade academy

Includes: Conferences, Seminars, workshops and retreats (for-profit organization)

Strategic Plan Approved by Board of Directors on _____. Revisions made
and approved by the Board on _____.