

Date Scheduled: December 12, 2019

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	1905	2026	1hr 31mins	

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	x	
6.			

Set Objectives (Agenda Items)	Responsible	Method	Time
1.			
2.			
3.			
4.			
5.			
6.			

Delegated Task	Person Responsible
1. Procure new organization laptop and financial software	Chameeka Smith
2. 100% Founding Board Donations NLT 31 Dec 2019	All board members
3. Send out future budget by March 2020	Tamala Anderson
4. Budget approval by April 2020	All board members
5.	
6.	

Meeting Notes

The meeting was called to order by Sharon Thomas, Chairman of the Board.

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 August 8, 2019 Minutes by Tamala Anderson, Secretary. The motion was seconded by Tanesha Cameron-Cole, Founding Board Member. There were no questions from the board. A motion was made to vote on the approval of minutes made by Tamala. The Board unanimously approved Aug 8, 2019 minutes.

From this point, Chameeka directs the meeting beginning with the financial report. The board will need to approve future budget before April 2020. As of 30 November 2019, BEA has \$1667.90 in its bank account. Chameeka requested 100% donation from the BEA Founding Board members NLT 31 December 2019.

1st Interim Budget Proposal: Chameeka made a motion to spend up to \$325.00 on PowerChurch Plus Financial Software.

- **Question 1:** Tanesha asked, "Are you aware of the Payroll and Financial Techsoup campaign - discount comparison of \$70.00 each year for Quickbooks.
 - Chameeka clarifies that PowerChurch is a one time payment.

Motion to Approve: Sharon

Motion seconded: Tamala

- **Question 2:** Sharon asked for clarification about the functions of software.
 - Chameeka explained it can do financials, bookkeeping and payroll. She will continue to look at demo of software before purchase.

There were no more questions from the board.

A motion was made to vote on the approval **to spend up to \$325.00 on PowerChurch Plus Financial Software** made by Sharon.

The Board unanimously approved proposal.

2nd Interim Budget Proposal: Motion to spend up to \$200.00 to cover assistance with the Filing of BEA 990N Form with the IRS.

There were no Questions.

Motion is made by Tanesha that the board spend \$200.00 to assist with IRS 990 Form.

Sharon seconded.

Motion is made by Tanesha to vote on the approval to spend \$200.00 **to cover assistance with the Filing of BEA 990N Form with the IRS.**

There is unanimous approval by the board.

3rd Interim Budget Proposal: Motion to spend up to \$500.00 on an Organizational laptop.

Tamala makes a motion to the board to spend \$500.00 to purchase laptops for the organization.

There are no *Questions* from the board. A vote is called for by Tamala and the board unanimously agrees to the spending of up to \$500.00 for a BEA laptop.

4th Proposal: Motion to spend up to \$500.00 on financial literacy curriculum materials - Package 1.

Sharon made a motion to the board to spend \$500.00 for literacy curriculum and Tanesha seconded the motion. There are no *Questions* from the board. All board members were in favor of approving the motion to spend up to \$500.00.

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

Chameeka shares accomplishments from Aug-Dec 2019. BEA's updated its logo. The organization's framework logo is created, but incomplete. An image of the Hand of God will be added to undergird vision/mission pillars. Social media site,

www.brotherhoodofexcellenceacademy.org , is updated and address is changed from .com to .org. **Question/Comment:** Tanesha mentioned incorporating core values, JUICEAS, into the marketing and possibly placing JUICEAS under the Hand of God.

A new office space reserved under Chameeka Smith's business is located in Rocky Mount, NC for \$350.00 per month and will be used as classrooms for students. Spaces are first come first serve and must be booked one year in advance.

Job Listings for a Development Associate Intern and Social Media Manager Intern are wanted. **Question/comment:** Tanesha added that Idealist website ,as a potential job targeting site. Chameeka clarifies that job postings need to be located on free advertising sites.

Bloomerang was selected as BEA's Donor Management System, which is free for nonprofits, up to 250 donors.

Track it Forward was introduced as BEA's Volunteer and Intern Hours Tracking System. Tamala asked if there are "End of Service/ Service" recognition in place (Certificates) for those who give their time to support the organization.

BEA's Sponsorship Tiered System categorizes donors into 6 different groups based upon donation amounts. **Question/Comment:** Tanesha asked where donations can be made? Chameeka clarifies that donations are not made directly to the BEA website, but the site will link you to Paypal or Givelify.

Nonprofit Insurance will be required within the next nine months for the Organization. Chameeks is a preliminary review from State Farm Insurance Co, Preliminary cost range from \$1000.00 to \$1300.00. Tanesha asked for clarification about coverage. Coverage includes employment practices, liability. Chameeks is waiting for a quote from State Farm for board members. Payments can be made quarterly.

BEA's new Fall 2020 Teacher / Instructor is Mr. LeJuan Walker. He has agreed to work for \$22.00/hr. Portions of his cover letter and resume may be found within the PPT Chameeka provided for the meeting. **Question/comment:** Tamala asked whether the teachers of BEA needed to have "male" listed on their birth certificates similar to the requirement BEA has for enrolled students? Chameeka clarifies the requirement is not mentioned in the bylaws; however, future teachers are required to complete a background check as well as receive Board approval.

Chameeka listed tentative conference fundraiser options for February 28, 2020 and/or October 16-17, 2020 at Rocky Mount Offices. Tanesha asked who are the target audiences? Community, adults and those in need of CEU Credits (offered via UNC Charlotte) are possible conference attendees.

Next steps: Tanesha asked what are the needs of the board and Sharon inquired about donation amounts? Any amount may be donated before the 31 December 2019 for 100% founding board participation. Chameeka reminded board members of a future donation requirement once founding board is dissolved. Donation amount recommendations and key

budget items include the following, but not limited to: teacher cost is \$5300.02 for Mr. Walker for the year and the future budget amount is \$70,000, which is listed in the Strategic Plan.

Next Meetings *Note BEA's Fiscal Year is July 1st.		
Year	Day	Topic
2020	April 9	Budget review and approval
	August 13	
	December 10	
2021	March 11	
	June 10	Annual Meeting/Budget/Election on Officers
	September 9	
	December 9	

Closing prayer: Tamala

Chameeka adjourns meeting at 2026 or 8:26PM.