



BOARD OF DIRECTORS MEETING

September 10, 2015 – 201 W. 14th Street, Wilmington, DE 19801

Minutes

Directors Present: John Pierson, Hal Real, Clint Walker, Christian Willauer, Julia Li

Directors Absent: Henry Smith

Others Present: Kelly Davenport, Felicia Wenell, Paul Ramirez, Melanie Reiser, John Kane, Mia Davenport

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 8:03 a.m. The President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Clint Walker moved that the minutes of the August 18, 2015 meeting be approved as read, and Hal Real seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **School Report** –
 - Paul Ramirez and Felicia Wenell provided an update on the first week of school. While we are experiencing some unenrollment, we are maintaining enrollment at 235 students through new applicants. We made a video of the first day of school (will be forwarded to all Board members), and it was suggested that it be sent to all parents with a request that they invite a friend with them to Back to School Night on September 17 as an additional student recruitment effort.
 - Our private bus transportation was our biggest operations hurdle in the first week of school, with one bus running consistently late. However, we are working collaboratively with the bus company to resolve these issues. We are also going to continue to market the positive benefits of using DART as student transportation.
- IV. **Finance Report** – Kelly Davenport presented the financials for the period ending August 31, 2015, using a new format tailored by the Build the Future finance team, using the reports provided by our DE accountant, including the required monthly financial statement template. Kelly informed the Board that we would need to tap the line of credit in October 2015.
 - Clint Walker made a motion to approve a \$50,000 start-up payment to Build the Future to be funded by the Longwood Grant and paid by the Freire Foundation. Hal Real seconded this motion. The Board was polled, and the motion was approved unanimously.

- V. Fundraising Update** – Kelly Davenport presented Leigh Botwinik’s written development report. Our target for fundraising is now \$400,000 per year, and we are actively seeking out grant funding.
- Kelly also presented a comprehensive fundraising plan developed by Dunleavy and Associates to provide us a blueprint for raising this \$400,000.
 - The ribbon cutting is scheduled for October 5th at 5:30 p.m. and the Mayor and the Governor are scheduled to attend. There was discussion about whether this event would be a cultivation event or a solicitation event, and it was determined to be a cultivation event. The Board is encouraged to bring people to the event. Each Board member is going to receive a list of invitees so they can divvy up the list and decide who will bring whom.
- VI. Governance** –
- Mia Davenport has expressed interest in serving as the parent representative on the Board. Christian Willauer moved to approve Mia Davenport as a parent Board member, and Hal Real seconded the motion. The Board was polled and the motion was approved unanimously.
 - Melanie Reiser reviewed the requirements for establishing a Citizen’s Budget Oversight Committee. The deadline for CBOC member applications is today, and so far we have four applicants, including two parents, one community member, and a teacher. When you add the representative from the Delaware Department of Education, we will have five members. Therefore, no selection committee was needed. Formal appointments will be made at the October Board meeting.
 - The Board decided to hold its Board meetings one week later to allow greater time for the financial reports to be prepared.
- VII. Upcoming Events** – The Board reviewed upcoming training and other Freire Wilmington events, including our October 5th Ribbon Cutting and our mandatory Board training on September 22nd.
- VIII. Adjournment:** The meeting adjourned at 8:58 a.m.