



September 2022

Tuesday, September 27, 2022

Location: Virtual

Link to Virtual Meeting: <https://meet.google.com/che-cfgc-tfx>

Or dial: (US) +1 910-758-0415 PIN: 481 955 593#

THE GO BIG FOUNDATION

BOARD MEETING MINUTES

Attended:

Board Members:

- Shalonda Edward, Board Vice Chair Elect (SE)
- La-Deidre Matthews, Board Secretary (LM)
- Shauntay Cloud, Board Treasurer (SC)
- Crystal Howe, Co-Founder & Board Member (CH)
- Erin Howe, Co-Founder & Board Member (EH)
- Diamond Howell-Shields, Board Member (DHS)
- Marsha Thomas, Board Member (MT)
- LaRia Cornwell McNeill (LCM)

Guests:

- Mervyn Boone Jr., Primerica (MB)

Absent:

Board Members:

- Jahnel Bocus, Board Chair Elect (JB)
- Brittany Anderson, Board Member (BA)

Minutes

Open Session

1. Call to Order

CH called the meeting to order at 6:37pm.

2. Recitation of Vision, Mission, & Ethics Statements



SE recited the vision, mission, and ethics statements.

3. Approval of Current Meeting Agenda

*The board was given time to review the current meeting agenda. **Motion** by LM to approve the current meeting agenda. DHS seconded the motion.*

Vote: *unanimous approval*

4. Approval of the August 23, 2022 Meeting Minutes

*The board was given time to review the August 23rd meeting minutes. **Motion** by CH to approve the meeting minutes with a revision to the Facility Update section to correct spelling of "Himark". LM seconded the motion.*

Vote: *unanimous approval*

5. Public Comments:

Public comments were not brought before the Board.

6. Facility Update (EH)

CH shared that GO BIG will begin next phase of process by working with team that will manage GO BIG's account.

7. Grant Writing Proposals Update

a. GrantWatch (CH)

b. Ty Boone Consulting (SC)

CH favored engaging Ty Boone for services rather than GrantWatch due to cost-efficiency and scope of services provided. Ty Boone has a \$699 membership fee which grants access to Urban Awareness' "Retain My Brain" funding source database + 2 grants written by Ty Boone for up to \$25k grant amount + grant writing education opportunities. SE asked whether Ty Boone would be responsible for identifying appropriate grants and whether GO BIG would have direct access to Retain My Brain. CH explained that GO BIG would have access to the database, but clarity is needed about scope of services Ty Boone will provide in addition to the database. DHS asked whether the contract could be terminated if Board not satisfied with services and whether membership fee was annual or monthly. CH explained that the fee is monthly. CSP has agreed to pay for 1st month of Ty Boone services, thereafter the Board would be



responsible. The Board reviewed email from Ty Boone with explanation of services and generally agreed that clarification about scope and costs of services is needed prior to a vote to retain consultation firm. LCM asked about Ty Boone's success rate for previously written grants. **Motion** by DHS to table vote until additional information obtained to answer Board's outstanding questions. Seconded by SE

Vote: unanimous approval

8. RTO Sessions Update (CH)

- 4/10 board members will attend 9/27/22 RTO Session. The Board is out of compliance as majority of board required to attend each session. CH will ask CSAB about implications of low attendance. EH will send board members a survey in an effort to determine reason for lack of attendance. Currently, ½ of board plans to attend Oct. 26th RTO session. CH paused meeting to allow registration for upcoming session.
- Reimbursement discussion—EH proposed that costs incidental to attending RTO sessions such as lodging be advanced to avoid reimbursements, which have not been a smooth process in the past. EH clarified that mileage expenses would be reimbursed rather than advanced.
- **Motion** by DHS to approve reimbursements for expenses related to 9/27/22 RTO session and to approve advances for lodging and reimbursements for mileage for all future sessions. Seconded by SE

Vote: unanimous approval

9. Marketing & Enrollment Events (CH)

a. Teacher Resource Group - Saturday, October 8th

b. She Built This City - Thursday, October 20th

- CH scheduled info session for 10/20/22. There will be a guest speaker from She Built This City. CH solicited ideas and/or topic suggestions from the board for the information session.



c. Radio Promotional Opportunity

- *GO BIG was allotted 29 marketing slots for an advertisement totaling a maximum of 50 words. CH will submit 50-word blurb to iHeart by 9/29 and asked the board to submit any suggestions or ideas before then.*
- d. *EH shared that the events tab on GO BIG's website allows for a maximum of 5 events to be posted at once. An upgrade of \$9.99 per month would allow for unlimited events to be published. This item was tabled for later discussion and vote.*

10. Board Member Roles and Responsibilities (CH)

- *Board reviewed board member roles and responsibilities. EH stressed the importance of knowing and performing responsibilities.*
- *CH discussed current state of board and proposed that CH and EH, as the co-founders of GO BIG, remain in their respective board positions until they are hired as the SL and SOA. CH explained that this will assist with the demanding tasks associated with opening the school. DHS & SC voiced support of proposal. CH would like to stay on board in lieu of accepting RTO consultant position.*
- ***Motion** by DHS to keep co-founders (CH, EH) as board members until they are hired as school leadership. Seconded by SC.*
***Vote:** unanimous approval; CH and EH abstaining*

11. Standing Committee Assignments (Bylaws Section 5.04)

- a. **Governance Committee**
- b. **Finance Committee**
- c. **Academic Excellence Committee**
- d. **Development Committee**

12. RTO Requirements & Committee Assignments

- *The board reviewed the standing committee duties and were assignment based on board members' preferences as indicated on their applications and/or during the meeting. The Board Chair sits all standing committees.*
- *Finance Committee: SC; LCM; SE*



- o Meetings will occur every 2nd Wednesday of every month –7pm-8pm*
- *Academic Excellence Committee: DHS; MT; BA*
 - o Meetings will occur every 3rd Thursday of every month—7pm-8pm*
- *Development Committee: JB*; LM*
 - o Meetings will occur every 2nd Tuesday of every month -- 6pm-7pm*
- *Governance Committee: LM; SC; DHS; CH; EH*
 - o Meetings will occur every 1st Tuesday of every month—6pm-7pm*

CH requests that each committee meet monthly given strenuous RTO process.

13. Primerica Presentation (MB) (7:30 - 8:00 PM)

- *Presentation from MB, regional VP of Primerica, on financial planning tools, including and especially an explanation of a 403b which is essentially a 401k for nonprofits. It does not require any employer contributions/matching*
- *CH reiterated importance of understanding retirement options for GO BIG staff.*

14. RTO Consultant Update (SE, SC, JB)

- Refer to agenda item 10

Adjournment

EH moved to adjourn the meeting. SC seconded the motion.

Vote: The motion was approved unanimously.

The meeting adjourned at 8:30pm.