



October 2022

Tuesday, October 25, 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 & Vice Chair (CH)
- Erin Howe, Co-Founder & Chair (EH)
- Diamond Howell-Shields, Board Member (DHS)
- Marsha Thomas, Board Member (MT)
- LaRia Cornwell McNeill (LCM)

Guests:

- Oliver Diaz-Neda, Education Network (OD)
- Jennifer Adler, CSP (JA)

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 6:33pm.



2. Recitation of Vision, Mission, & Ethics Statements

LM recited the vision and mission statements.
LCM recited the ethics statement.

3. Approval of Current Meeting Agenda

The board was given time to review the current meeting agenda. EH moved to approve the current meeting agenda. DHS seconded the motion.

Discussion: SE asked whether approval of agenda requires that all items therein be addressed during the meeting. JA clarified that the Board should endeavor to

Vote: unanimous approval

4. Approval of the September 27, 2022 Meeting Minutes

The board was given time to review the August 23rd meeting minutes. CH moved to approve the meeting minutes with revisions to reflect that DH made the motion referenced in agenda item 10. DH seconded the motion.

Discussion: LM proposed to revise agenda item 10 of the minutes to clarify that EH would remain as Chair and CH as Vice-chair. Several members of the Board did not recall that we agreed that EH would remain as Chair and CH as Vice-chair. The motion failed with a majority against.

LM motion to recall vote to approve tonight's agenda. Seconded by CH.

Vote: Unanimous Approval

LM moved to accept the agenda with addition of an agenda item to discuss the positions of Chair and Vice-Chair. Seconded by CH.

Vote: Unanimous Approval

5. Chair and Vice-Chair Discussion

DH provided her recollection of September Board meeting, specifically the discussion regarding the vote to have EH and CH remain as chair and vice-chair, respectively.

Discussion of Janel Bocus

- JB verbally resigned, however bylaws call for written notice. Board contemplated how to abide by the bylaws while still respecting JB's desire to be removed from the board. SE voted to remove JB from the Board. Seconded by LCM.

Unanimous approval

Discussion of Current Chair and Vice-Chair

- CH asked SE whether she would still be willing to serve as Vice-Chair, effective January 2023. SE stated that she would.



- Chair nominations:
 - LCM nominated CH. CH accepted nomination
 - SE nominated MT. MT rejected nomination
 - EH nominated LCM. LCM rejected nomination
 - EH later recused herself since CH was nominated

Vote for CH to serve as Chair for next term. Unanimous approval; EH & SE abstaining

6. Opening Remarks by Board Chair

EH provided opening remarks. (Summarize remarks.)

7. Public Comments:

Public comments [were/were not] brought before the Board.

8. Facility Update (EH)

Update on facility search was presented by EH. EH shared that options discussed with Highmark are no longer feasible. Have a meeting scheduled with Johnathan Evans of Keller Williams regarding commercial real estate options. SE stated that Mr. Evans is a residential agent, so he will likely refer the job to an agent specializing in commercial properties. CH stated that the board did inquire about 1 listing, however the listing was outdated. LCM mentioned that her husband is a commercial real estate agent with ESP; while he may not be able to represent the board due to potential conflict of interest, he may be able to refer someone else. JA

9. Finance Update (LM)

Update on finances was presented by LCM. LCM shared that the Board opened a bank account with Pinnacle Bank with an initial deposit of \$100. The Board now has access to online banking services and will look into depositing existing funds in the account.

10. Grant Writing Proposals Update

a. Urban Awareness USA (CH)

Update on Urban Awareness USA was provided by CH. LCM asked whether board knows fee for 1023 in light of the fact that the process requires the inclusion of several narratives. LCM recalled that services are \$599 per month.

SE voiced concerns that UA has not yet provided their success rate and the fact that the company has been slow to respond to our inquiries, however she does believe that the board can benefit from their services generally, especially with the 1 month of free services. LCM also expressed concerns with lack of information regarding success rate.

Ty Boone would automatically source and write grants on behalf of the board. In addition, the board can request that UA write grants identified by the board.



LCM explained the differences between the 1023 Form and the 1023-EZ forms for 501(c)(3) process.

CH moved to retain Retain my Brain 2.0 membership for the next three months with the condition that the 1st month be financed by CSP and the Board vote monthly on whether to renew membership. Seconded by LCM.

Vote: unanimous approval

11. RTO Sessions Update (CH)

Update on RTO Session was presented by CH. Majority of Board (6) will be in attendance. CH asked members who would like to register, but have not yet reach out to her for information. SC proposed that the board consider moving subsequent board meetings to the extent that they occurred the day before any other RTO sessions in order to allow board members adequate time to travel.

JA noted that the Board could vote in bulk to approve the policies. The Board decided to review and approve each policy separately.

12. Marketing & Enrollment Update (CH & EH)

- a. October Teacher Fest w/ Teacher Resource Group**
- b. Virtual Info Session w/ She Built This City - Postponed**
 - **Due to SBTC rep going into labor**
- c. Virtual Info Session: “[Helping Girls GO BIG in STEM: The Importance of Early STEM Education for Girls](#)” (CH & EH)**
 - **In lieu of SBTC collaboration, CH and EH recorded virtual information session. CH interested in strategies to market virtual sessions in effort to increase attendance. CSP marketing director will likely attend next RTO debrief session to share ideas**
- d. Radio Promotional Opportunity (CH)**

13. Ron Clark Academy Professional Development: Opportunity for School Leaders (CH)

- a. [2-Day Experience](#)**
- b. \$995 pp**



January 12-13 in Atlanta. CH requests funding for CH & EH's attendance and traveling expenses. SE proposed that Board cover expenses for 1 board member to attend in light of budget concerns. DH expressed support for the attendance of EH & CH and asked whether there were future dates for the experience.

LCM shared that future dates for the experience include

- Jan 26 & 27; Feb 9 & 10; Feb 23 & 24; March 9 & 10; March 23&24
- https://www.google.com/url?sa=j&url=https%3A%2F%2Fronclarkacademy.com%2Fregister-now%2F&uct=1638802683&usg=H0uPD18P6_VLSR8JXWMq4Jqj4Qk.&source=meet

LCM shared that the board is unlikely to receive grants prior to obtaining 501(c)(3) status, Board members generally support funding to the extent th

SE moves to table decision until the next meeting to allow the board to review proposed revisions to the budget. Seconded by LM

Vote: Yes-LM, LCM, SE, MT, , No-DH; Abstaining- CH & EH

14. Board Member Attendance Review (LM)

- a. LM shared board members that have missed 2 or more meeting since

EH moved to remove Brittany Anderson from board per Board bylaws given attendance issues. Seconded by LM.

Discussion: SE asked whether BA has provided an explanation for lack of attendance or desire to remain on Board. CH shared that BA teaches a seminar on Tuesdays. DH expressed support for reaching out to BA to understand her commitment to Board in light of her other obligations.

Vote: Yes - none; No - unanimous

SE moved to have representative of Board notify BA that her position is under review to allow rebuttal prior to next meeting

Vote: unanimous approval



CH moved to extend meeting for 10 additional minutes for guest presentation and to table remaining agenda items for next meeting

15. Committee Updates

- a. Governance Committee (DH)
 - Governance Committee Update 10.04.2022
- b. Development Committee (CH)
 - Development Committee Update 10.11.2022
- c. Finance Committee (SC)
 - Finance Committee Update 10.12.2022
- d. Academic Excellence Committee (MT)
 - Academic Excellence Committee Update 10.06.2022

16. RTO Policy Review & Voting

- a. GO BIG Criminal Background Check Policy
- b. GO BIG Criminal History Policy
- c. GO BIG Staff Evaluations Policy
- d. GO BIG Record Retention Policy
- e. GO BIG Student Records Policy
- f. GO BIG Family & School Communication Policy
- g. GO BIG School Visitor Policy
- h. GO BIG Budget Planning and Approval Policy
- i. GO BIG Third Party Contracts Policy
- j. GO BIG Accessing Funds Policy
- k. GO BIG Financial Audits Policy
- l. GO BIG Purchasing and Payments Policy
- m. GO BIG Testing & Accountability Coordinator Position Job Description

17. Presentation by Education Networks (Oliver Diaz-Neda) (8:00 - 8:20 PM)

- a. Offers comprehensive website services including content management system, technical support training, monetization of site, individual profiles, language translation services, etc.
 - Offers technical support training to all staff and board members



- **Crystal shared an example of an Education Networks website which includes individual teacher websites**
- b. Costs for services: \$3,600 per year**
 - **There are no set up or additional fees, with one exception for personally branded mobile applications which is an additional \$600 per year.**

18. Closing Remarks (EH)

Adjournment

EH moved to adjourn the meeting. Seconded by LCM The motion carried with unanimous approval The meeting was adjourned at 8:47pm.