

**Syringa Mountain School
Board Meeting Minutes
As Approved
November 7, 2013**

A regular meeting of the Syringa Mountain School Board was held on November 7, 2013. Board Vice Chair Greg Bloomfield presided. The following members were in attendance:

Greg Bloomfield, Vice Chair
Ben Rogers, Treasurer
Laurie Wertich, Secretary
Travis Scott
Phoebe Pilaro
* Don Keller participated by phone

The following guests were present:
Mary Gervase, Syringa Mountain School Administrator

The meeting was called to order at 6:30 p.m.

I. Agenda: There were **no** additions, corrections, modifications, or substitutions to the current agenda

II. Consent Agenda:

- A. Approval of minutes from October 24, 2013 board meeting
- B. Adoption of Policies: Community Relations, Instructional, and non-instructional
- C. Approval of Committee Updates: PR/Marketing, Fundraising, Finance
- D. **Motion made by Ben Rogers to approve the consent agenda with Travis Scott's revisions to the policies, seconded by Phoebe Pilaro and passed unanimously.**

III. Information/Action Agenda:

- A. Review of Graham Whipple's electronic update
 - 1. Greg and Ben reported on conference call with Building Hope
 - 2. Graham and Greg request that the **educators look closely at the plans and provide floor plan input by Monday November 11, 2013.**
- B. Consent Agenda: Discussion of moving to a consent agenda format. **Motion made by Laurie Wertich, seconded by Phoebe Pilaro and passed unanimously.**
- C. Insurance information: Greg Bloomfield reported that the Director's and

Officers' policy is in effect.

D. Mission and Focus of SMS: Discussion about clarifying our mission and vision. Will continue discussion in depth during December board meeting.

E. Board and Executive Roles: Clarification of roles

1. Line between Executive Director (Mary) and Overseer (Board)
2. Board is the overseeing quorum, but should not hinder director

F. Public Outreach Meetings:

1. Mary Goral event November 21, 2013 at Community Campus
2. Open House, possibly at Forest Service building in December
3. Open House, possibly at YMCA in early January

G. Don Keller's Board Status:

1. Board discussed possibility of Don Keller moving to Advisory Board
2. Don will stay on Board; will revisit change later

H. Vice Chair Acting as Chair

1. Vice Chair will serve as Acting Chair until we identify new Chair

I. Parent Compact:

1. Discussion of Parent Compact
2. Will request, but not require, 40 hours per year from parents

IV. Information Agenda: Due to time constraints, committee chairs sent committee updates in advance. **Committee chairs will send next committee update prior to the next board meeting on Wednesday November 20, 2013.**

V. Next Board Meeting

- A. Set next board meeting for Wednesday November 20, 2013 at 6:30 at WR Insurance.
- B. Set board retreat/visioning session for Thursday December 12, 2013 at 5:00 p.m. Mary Gervase will seek leadership for this meeting.

VII. Meeting was adjourned at 8:30 p.m.

*Committee updates attached on following pages.

Fundraising Committee Update 10/31/13

1. Brunch at Kenneth Chenault's house last Sunday: this was a brunch to raise money for an endowment of the Ron Brown Scholar program (my father-in-law started his 17 years ago to give 20 scholarships a year to African Americans to go to Ivy League schools). I got to sit directly across from Ken, who went to the Garden City Waldorf school K-12. We had a great conversation about SMS and I will approach him later for a donation. I also sat next to Norma Barfield, who is a consultant for Washington DC charter schools and on the Ron Brown board. Good connections were made!

2. I met with Phoebe Boyer at the Robertson Foundation for a hour. Right away she told me that they do not fund individual charter schools. Boo hoo! I did tell her all about our school anyway and she gave me more ideas for fundraising to pursue. I will ask Julian Robertson directly for a larger donation. They will be in sun valley for Christmas.

3. I plan to host a fancy cocktail party during Christmas break that you will all be invited to. I have a good list of names, and am trying to get the Woods to host it at their house. Mary I'm hoping especially for you to be there.

4. Hallie Star is working on writing grants to many local and national foundations.

Finance Committee Update 11/1/13

1. I met with various personnel at D.L. Evans bank. I designated our current checking account as the SMS Fundraising Account. I removed Mary as a signatory. Currently, I am the only signatory. Once we elect a new Chair, I will add that person. I also set-up online banking for me (total access), for Mary (view access) and I ordered checks. At some point prior to receiving our first state apportionment funds, I will establish a second checking account and designate it as the SMS Operating Account. This account will be used for operating expenses. If we need Fundraising money for Operations it is a simple matter of executing a (free) internal transfer online. In fact, as a 501(c)(3) public school, all banking fees are waived.

2. Please find attached the current SMS Financials (Excel file) and Statement of Financial Position (pdf file), the non-profit name for a Balance Sheet. All budget numbers are based on the "Likely Case" of 25 students per class. I encourage you all to review this for accuracy and a reality check of the numbers. The Charter School Development Corporation (CSDC) requested a five-year budget so I extended the budget an additional two years. I am confident in my assumptions on the Revenue side, but, Mary, I would appreciate your review of my assumptions on the Expense side, especially on staffing. Note, also, that I updated the Pre-Opening Budget with Don Stamp's estimate for Site Improvements. I will adjust this, if necessary, based on the response to the question I posed this morning. This puts us at a small deficit of -3,630 at the end of the Pre-Opening Period.

3. I prepared various documents for potential facilities financiers and for Hallie's grant application to the Wood River Women's Charitable Foundation for \$25,000 toward furnishings.

PR Committee Update 10/29/13:

1. The website design is underway. In the meantime, there is a temporary page live at syringamountainschool.org

2. SMS e-newsletter will be finalized this week, so that we can begin communicating with our list directly, rather than through TMS.

3. Also this week, we will be finalizing a press release about: our enrollment window; the upcoming talk with Dr. Mary Goral; and the acquisition of the land (unless there are any objections to making that public).

4. Our FB page is very active--one of our posts received 55 shares and 3,720 views. I'd like to continue to grow our following there, so please continue to like and share whenever possible. (And please send me anything you think is worthy of posting there!)

5. Publicity for the Dr. Mary Goral event: I've created a FB event to help spread the word. We will also work to get some press coverage--and will likely advertise as well (depending on the budget).

6. The Mt. Express will have a special non-profit section on December 4th. The deadline for advertising in that is November 13. Depending on the budget, we recommend doing that.