

William A. Lawson Institute for Peace and Prosperity

January 23, 2016 Board Meeting Minutes

BOARD MEMBERS PRESENT

Hether Benjamin Brown
Dr. Toya Roberts Conston
Terence Frederick
Dr. Richard Griffin
Christine LeVeaux Haley
Catherine Mosbacher
Mallory Mincberg
Mary Ramos
Regina Rogers

BOARD MEMBERS ABSENT

Billie Jo Johnson
Ambassador Arthur Schechter (ex officio)

Cheryl Lawson, Staff
Dr. Marthea Raney, Principal
Annette Simmons, Business Manager
Karen Lee, Fund Development Consultant
Jones Mays, IT Consultant
Rebecca Smith, Melton & Melton (Auditor)
Sheila M. Turner, HCDD Consultant

- 1. Call to Order.** The meeting was called to order by Mary Ramos at 9:40 a.m.
- 2. Establishment of Quorum.** The quorum was established at 9:40 a.m.
- 3. Opening Prayer and Pledge of Allegiance to the Flag.**
- 4. Public Comment.** There were no public comments.
- 5. Approval of Minutes from November 21, 2015.** Dr. Richard Griffin moved the approval of minutes from November 21, 2015. Mallory Mincberg seconded the motion. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Mincberg, C. Mosbacher, M. Ramos and R. Rogers.
- 6. Approval of Minutes from December 28, 2015.** Dr. Richard Griffin moved the approval of minutes from December 28, 2015. Christine LeVeaux Haley seconded the motion. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Mincberg, C. Mosbacher, M. Ramos and R. Rogers.
- 7. Governance and Nominating Committee Report.** The Board Meeting Dates for calendar year 2016 was presented by the Committee Chair, Catherine Mosbacher. Everyone was encouraged to take the sheet and update their calendar(s) for the meeting dates scheduled this year. November and December meeting dates are always moved up from 4th Saturday to 2nd Saturday in recognition of the Thanksgiving and Christmas/New Year holidays.
- 8. Finance and Audit Committee Report.** Committee Chair Toya Coston asked Business Manager Annette Simmons to review the November and December Statements of Activities (MTD and YTD) and Statements of Financial Position.

Annette clarified a Variance Memorandum for November with income variance (\$44,885.78 due to Real Role Models Gala) and expense (food service income is less than revenue by \$11,294.49 for September-November, 2015 due to purchase of meals which were not reimbursable). Cheryl has applied a \$10,000 grant awarded by the McGovern Foundation to the food shortage.

William A. Lawson Institute for Peace and Prosperity

January 23, 2016 Board Meeting Minutes

Annette also discussed her Variance Memorandum for December with income (\$14,146 for donations honoring the life of Audrey Lawson) and expense (\$15,000 for legal retainer, \$20,000 for auditor expenses and repair costs to get the Academy up to occupancy code, most of which are to be reimbursed by the St. James Episcopal Church lease during this fiscal year). The Read 180 program (reading enrichment) caused a variance in income (\$36,771 from TEA) and expense variance (rent and utilities higher than usual due to late invoicing by the church) during December.

Motion for approval of the November financial reports was made by Catherine Mosbacher. Motion was seconded by Mallory Minckberg. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Minckberg, C. Mosbacher, M. Ramos and R. Rogers.

Motion for approval of the December financial reports was made by Catherine Mosbacher. Motion was seconded by Mallory Minckberg. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Minckberg, C. Mosbacher, M. Ramos and R. Rogers.

Catherine Mosbacher asked that the address of the McGovern Foundation and the name of the Grant Officer be shared with the Board:

Ms. Julia Mitchell
John P. McGovern Foundation
2211 Norfolk Street, Suite 900
Houston, TX 77098-4044

The auditor from Melton and Melton, Rebecca Smith, presented the final audit which is ready for Board approval today. There were a few issues raised by Terence Frederick regarding the language of the notes (note 8 and note 10), which he will revise and share with our auditor. The final report is due to TEA on Thursday, 1/28/16. Cheryl is committed to getting the audit finished and submitted timely.

Motion was made by Terence Frederick for approval of the 2014-2015 Audit Report with the changes indicated (Note 8 and Note 10). Motion was seconded by Dr. Richard Griffin. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Minckberg, C. Mosbacher, M. Ramos and R. Rogers.

9. Recruiting Committee. Dr. Marthea Raney explained that the Academy has asked the parents of PTO to assist with reaching out to the parent organizations in the target elementary schools. In December, Christmas materials were given to students in five (5) elementary schools by our 'recruiting team' of teachers. Applications are arriving online with the system implemented by Jones Mays to assist us with recruiting.

10. Facility Report. The St. James Episcopal Church Occupancy Inspection project, begun in September is nearing completion. The HVAC repairs are complete, the fire safety repairs are nearly done and we are expecting electrical to finish by the end of January. At that time, we will 'call for inspection' by the City of Houston and whatever repairs are not complete will be done and then the Occupancy Permit can be issued. We will let the Fire Marshall know as soon as the Occupancy Permit is in our hands.

Today we are asking for a two (2) year lease extension at St. James Episcopal Church to be approved. At this point we do not have certainty where we could take the Academy (the Scott

William A. Lawson Institute for Peace and Prosperity

January 23, 2016 Board Meeting Minutes

street property is not in hand), so we need to have a clear place for the campus and our landlord has asked us to execute the extension. Cheryl has gotten them to extend the lease at the current rate of \$9,979 (space only) monthly. Hether Benjamin Brown indicated that he rate was a good one. Terence Frederick moved the approval of the two-year extension at St. James Episcopal Church. Hether Benjamin Brown seconded the motion. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Mincberg, C. Mosbacher, M. Ramos and R. Rogers.

11. Academy Report. Dr. Marthea Raney presented the Read180 overview. This is a solution which was purchased for \$36,771 using EMAT funds under TEA, and which allows every student to receive an assessment of their reading levels. Dr. Raney found two (2) students in the 8th grade who are on a 2nd grade reading level. The Read 180 teacher is our Reading Enrichment faculty member, Ms. Calvin, and she has worked as a teacher aide using this tool.

The first day of STAAR testing is March 28th.

This year Dr. Raney asked the faculty to prepare the After School and Saturday School materials, and she is very happy with their efforts. The Board asked if Dr. Raney would share non-salary-based incentives which the Board can provide. Dr. Raney will look at that.

The Texas Department of Agriculture finished a review of our Food Services program (Breakfast, Lunch and After-School Snack) program in December (the day of Audrey Lawson's funeral) and January. We are happy to report that there were no findings.

12. Executive Director's Report. The presentation of Fund Developer Sheila Turner and Harriet C. Latimer & Associates was reviewed. The topic has been tabled until next month.

13. Executive Session. The Board opened an executive session at 11:10 a.m. as authorized by Section 551.001 et seq§ of the Texas Government Code (the Open Meetings Act) to take place for the purpose of real property discussion as permitted by Sections 551.071-551.84, inclusive, of the Open Meetings Act. The Board ended the executive session at 11:50 a.m.

14. Adjournment. Christine LeVeaux-Haley moved adjournment at 11:50 a.m. Richard Griffin seconded the motion. Motion was approved by H. Brown, T. Conston, T. Frederick, R. Griffin, C. Haley, M. Mincberg, C. Mosbacher, M. Ramos and R. Rogers. The meeting was adjourned at 11:50 a.m.