



Minutes

Board of Trustees Meeting
Gate City Charter School
for the Arts

Organizational Meeting

Date: Monday, September 30th, 2013

Time: 6:45 PM

Location: Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

Present: Karin Cevasco, Chairperson
Rebecca Fredrickson, Vice Chairperson
Kurt Stuke, Secretary
Mark Walsh, Performance Improvement Evaluator
Robert Amrein
Lisa Ura Bollinger
Lisa Klein
Dan Sinnott (virtual participant)

Absent: John Keicher, Treasurer

I Call to order: at 6:45 PM by Karin Cevasco.

II Quorum: eight of nine members present (five required.)

III Reading and Approval of Minutes: no prior minutes as this was the first meeting

IV Treasurer's Report

A. No report as the treasurer was absent

V Orientation

- A. The Board Member Expectation Document and Board Member Contracts were distributed to all present. Lisa Ura Bollinger, Lisa Klein, and Kurt Stuke signed and returned the contracts. The remaining members will sign and return the contracts at the next board meeting. John Keicher returned contract prior to his vacation.
- B. All attendees (with the exception of the virtual participant) received Board Information Packets. The concept of what constitutes a "conflict of interest" was discussed and none of the attendees perceived a conflict of interest preventing them from joining the board.

VI Review and Discussion of By-Laws

- A. A motion for a conditional acceptance of the by-laws was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
 - (1) The revised by-laws will be forwarded to the board members ten (10) days prior to the next meeting.
 - (2) Upon receipt, each board member will cast a vote of acceptance or rejection of the revised by-laws via email to the chairperson.

VII Review of Board Member Roles

A. Election of Officers

(1) Nominations were forwarded as follows:

- (a) Chairperson: Karin Cevalco
- (b) Vice Chairperson: Rebecca Fredrickson
- (c) Treasurer: John Keicher
- (d) Secretary: Kurt Stuke
- (e) Program Improvement Evaluator: Martin Walsh

- (i) A motion to accept these appointments was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
- (ii) A motion to appoint Rebecca Frederickson as the liaison to the Friend Committee was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.

B. Committee Appointments

(1) Committee appointments were as follows:

- (a) Finance: John Keicher, (vacant)
- (b) Human Resources: Robert Amrein, Kurt Stuke
- (c) Curriculum: Rebecca Frederickson, Karin Cevalco, Lisa Klein
- (d) Evaluation: Mark Walsh, Lisa Ura Bollinger
- (e) Market Development: Karin Cevalco, Rebecca Frederickson, Dan Sinnott

- (i) A motion to accept these appointments was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.

VIII Meeting Schedule

- A. A motion to accept the third Tuesday of each month as the regular meeting date forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
- B. Next meeting set for October 15, 2013

IX Review of "Directors & Officers" Insurance Policy

- A. The Board has one quote currently. The quote has an option for a combined limit or a separate limit of 1 million total coverage. It was decided to seek additional quotes at expanded coverage levels and to revisit this issue upon the next board meeting.

X Assignment of Action Items & Open Items

- A. The Property Committee will be touring potential properties on October 10th at 9 A.M. If interested in joining the Property Committee, please contact Karin Cevalco.
- B. Treasurer: please sign and file our application with the NH Charitable Trust and complete the 501c3 paperwork as soon as possible
- C. HR committee: please complete the job description for the business manager and be ready to present that description to the board at the next meeting
- D. Program Improvement Evaluator: please forward to each member the directions for using Google+ as a repository for documents.

XI. Adjournment

- A. There being no further business, Chairperson Cevalco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:35 PM

Respectfully submitted by,

Kurt Stuke

Kurt Stuke, Secretary

Adopted by the Board in the meeting

of _____,
(Date of Meeting)

(Signature of Chairperson)