

The Hope Center for Autism, Inc.
Minutes of a Board of Directors Meeting
April 13, 2015
1695 SE Indian Street, Stuart, Florida

The meeting was called to order at 11:45 p.m. by Vice-President Linda Peirce.

Directors Present: Cheryl Hendrix, Jim Applegate, Becky Dresser, and Linda Peirce. Charles Santos arrived after the meeting was called to order.

Directors Absent: Sherry Bernal

Others Present: Executive Director - Stacie Routt and Shannon Keiss.

The agenda was distributed. A motion was made to approve the agenda. A motion was made to add United Way update to the agenda. The motions were seconded and passed.

Martin County Education Foundation: A letter of intent was submitted. No response has been received.

Annual Golf Tournament: The field of golfers is almost full. Sponsorships are about the same as last year. Additional auction items could be used.

A motion was made to approve the minutes of the last meeting. Since they had not been published the minutes were read. After the reading a motion to approve the minutes as read, with the addition of the board's action to direct that the minutes were to be recorded by Shannon Keiss, was seconded and passed.

Public Comment: There is no public comment.

Directors Report: The monthly reports have been submitted. The school year is going well. Enrollment is at 32. Six openings for next year are expected. There is a long waiting list.

Action Items: Jim Applegate requests permission to investigate hiring a professional fund raiser or public relations person. A motion is made, seconded and passed approving his request.

The benefits of having additional board members was discussed. Shannon reported that Joan Gibbons, the temporary past assistant superintendent came for site inspection, as well as two other school board members.

The date and time for the next meeting, at which time the budget for the ensuring year needs to be approved, was discussed. Based on director's schedules, Stacie will send out a list of possible dates and times.

There being no other new business to come before the board the meeting was adjourned at 12:15.

Respectfully submitted,

Cheryl Hendrix, Secretary

The Hope Center for Autism, Inc.
Minutes of a Board of Directors Meeting
June 15, 2015
1695 SE Indian Street, Stuart, Florida

The meeting was called to order at 11:37 p.m. by President Sherry Bernal.

Directors Present: Sherry Bernal, Jim Applegate, Becky Dresser, and Linda Peirce.

Directors Absent: Cheryl Hendrix, Charles Santos

Others Present: Executive Director - Stacie Routt and Shannon Keiss.

A motion was made to approve the minutes from the last meeting. The motion was seconded and passed.

The agenda was distributed. A motion was made to approve the agenda. The motion was seconded and passed.

Budget: Stacie reviewed the 2015-2016 Budget and FTE funding worksheet as follows -

- The budget included a 3% increase for all staff based on evaluations.
- Interviewing will take place this summer for two paraprofessional positions.
- Stacie will be re-approaching the Martin County School Board (MCSB) regarding participation in the Florida Retirement System. Sherry offered to participate in a presentation to the MCSB regarding a retirement system.

Audit: Sale of the property still needs to be updated to balance sheet of Profit & Loss by Accountants. P & L is done across 3 past years and averaged.

A motion was made to approve the budget. The motion seconded and passed.

Linda brought up concerns regarding residency checks. Stacie will review.

Golf for Hope Fundraiser: Stacie reported that the 2015 tournament brought in \$33,311 compared to \$32,900 in 2014. There were less players this year compared to last year. She stated that the tournament ran smoothly. Sherry reported that she preferred the small packages available during the silent auction. Jim suggested that the Fox Club in Cobblestone be contacted for future golf tournaments. Stacie agreed to contact them.

Nominations for Additional Board Members:

Linda – Greg Giambalvo, business owner in Martin County and parent of child with autism. Linda will invite him to the August meeting.

Sherry stated concern that adding another board member would throw off obtaining a quorum to meet.

Stacie – George Koester (potential new board member).

Becky added that this may be her last year as a board member but would like to be a member emeritus and be kept in the loop with any correspondence.

Sherry – Suggested that we invite nominees to the next meeting on August 24 at 11:30.

Tuition Reimbursement: A request for tuition reimbursement for Sara Kraft was received by the Board. The amount requested for a total of 2 courses was \$2,208. It was stated that funding is available in the budget. A motion was made to approve the tuition reimbursement. Motion was seconded and approved.

Action Items

Fundraising Professional: Jim presented draft results for feasibility of retaining a professional fundraiser. \$35,000 starting salary; no commission. Sherry suggested that an indemnification agreement be signed. Jim suggested that the fundraiser be bonded. Stacie questioned whether full-time or part-time would be needed. Jim suggested starting part-time and then becoming full-time. A retired person may be interested particularly if they had a background in fundraising. Jim will look into cost and availability of Marc Pittman as a coach. Stacie added that as a public school it would be possible to do salary, hourly or per event position.

Florida Retirement Policies: A resolution was seconded and passed for Florida Retirement Policy

New Business

A resolution was made to change the check signers and remove Becky to add Jim and Linda. Jim suggested changing from Seacoast to Harbor Community Bank. Jim will call Harbor Community Bank for information.

Stacie: Updated the board on the transition of 8 students to other schools. The Hope Center will start one week earlier than Martin County Schools with regular breaks.

United Way has granted The Hope Center \$5,000 to be used for Occupational Therapy and Speech Therapy.

The Hope Center will be participating in Stand Up for Autism on September 6 and Stacie would like this to continue as a fundraiser.

Stacie will be working on a capital campaign – She stated that there is now approximately \$67,900 available for the building and there are 3 years remaining on the current building lease. Reserve balance is approximately \$250,000.

Stacie reviewed the members of the board in need of Charter School Governance Training: Santos, Cheryl, Becky, and Sherry.

Public Comment: There is no public comment.

There being no other new business to come before the board the meeting was adjourned at 1:03.

Respectfully submitted,

Linda Peirce, Vice President