**7 Pillars Career Academy (7PCA) Committee Meeting Minutes**

**Wednesday February 10th, 2021**

**Time: 6:00 p.m. EST**

**Location: Zoom**

**Board Members Present**

Hilary Carruthers, Board Chair

Jazmin Briggs, Board Secretary

Sharon Daniel, Board Vice Chair

Claude Mwanda, Chief Finance Officer

Marcus Norman, Treasurer

**Key Staff Present**

Jessica Willis, Director of Finance and Operations

Stephanie Conley, Director of Academic Affairs

***Proceedings:***

**I. Board Meeting Called to Order** at 6:03pm by Hilary.

**II. Approval of Remote Committee Meeting**—Jazmin motioned to approve today’s remote committee meeting and Claude seconded the motion. Today’s remote meeting was approved unanimously by all Board members present.

**III. Approval of Agenda—** Claude motioned to approve today’s agenda and Marcus seconded the motion. Today’s agenda was approved unanimously by all Board members present.

**IV. Approval of January 13th Committee Meeting Minutes—**Jazmin motioned to approve the January 13th Committee Meeting Minutes and Sharon seconded the motion. The minutes were approved unanimously by all Board members present.

**V. Academic Excellence Committee**

**a. Academic Update—**There is currently a Quiz Bowl going on for Black History Month among other activities. Access Testing is underway and the window closes on March 1st. MAP Testing will be conducted before and after Spring Break. It will be necessary to reteach deficiency standards and current standards. Within Edgenuity, we will continue to make sure that all courses are available. We will plan to allow students to complete coursework over the summer via boot camp, etc. (still in the works).

 **b. Committee Work—**n/a

**c. Action Items—**n/a

**VI. Finance Committee**

1. **Finance Update—**The December allotment came in January along with January’s allotment. Revenue: $220,043.89; Expenses: $94,947.05; Surplus: $125,096.84. The 7PCA Account Balances are on target.We are currently operating in $30k surplus monthly. We are expecting a $10k reimbursement via the CARES Act and a $25k CSP reimbursement. We are also currently paying ourselves back from YouthServ’s payroll. Youthserv still owes $30k. More challenges will be seen in April/May.
2. **Committee Work—n/a**
3. **Action Items—**
4. Hilary will reach out to our bank and confirm that we taking advantage of everything the bank has to offer (maximizing banking relationship).
5. Marcus will inquire about corporate support from Zaxby’s.
6. Sharon will host another Lunch and Learn via Zoom with students in March.
7. All Board members will brainstorm other opportunities for fundraising.

**VII. Governance Committee/ Building Committee**

1. **Update—Building:** We are still on the hunt for potential sites and have been in contact with some realtors and are currently waiting to hear back from them. We can technically stay where we are which **is** still a viable option**. Governance:** Discipline policy, Board Policy manual, and Bi-laws were briefly discussed.
2. **Committee Work—**n/a
3. **Action Items—**
4. All Board members are requested to look through their documents for the Board Policy Manual.
5. All Board members will review the Student Code of Conduct Discipline Policy and share any recommendations or changes to be made and be prepared to vote at the next Board Meeting.
6. The organizational chart will need to be updated.
7. There may be a GCSA Conference via Zoom in March/April that we can possibly participate in.

**VIII. Announcements—**There was an inquiry to invite students to a future Board Meeting to share new learnings and musings. Hilary, Christina, and Danielle hosted the School Choice Fair presentation on Saturday February 6th, 2021 and it went really well. There was an inquiry on current enrollment numbers for 7PCA.

**IX. Next Meeting**

1. **Board Meeting—Thursday February 25th, 2021 – 6pm, Zoom**
2. **Committee Meeting—Wednesday, March 17th, 2021—6pm, Zoom**

**X. Adjourn**

1. Claude motioned to adjourn today’s meeting.
2. Sharon seconded the motion.
3. The motion is approved unanimously by all Board Members present.
4. The meeting was adjourned at 7:06pm.

*Minutes respectfully submitted on Thursday February 11th, 2021 at 2:30pm by Jazmin Briggs.*