

Meeting Minutes



Meeting Type: Public Board meeting	May 14, 2011
<p><u>Board Members Present:</u> Kristina Eisenhardt, Maher Budeir, , Nada Diab, , Shuaib Ahmed, Andrea Cooper Gatewood, Lloyd Smith</p> <p><u>Board Members Absent:</u> , Calvin Stamps, Carrie Doulfikhar, Majd Almoayd</p> <p><u>Other Attendees:</u> Pam Holloway (volunteer CFO)</p>	<p>Recorder: Ehab Jaleel</p> <p>Start: 9:35 AM</p> <p>End: 1:30 PM</p>

DISCUSSION TOPICS	ACTION ITEMS
<p><u>Orientation</u></p> <ul style="list-style-type: none"> • Board Responsibilities <ul style="list-style-type: none"> ○ Fund development ○ Recruit, retain, recognize leadership ○ Support admin; charter compliance ○ Legal compliance ; authorizers ○ Actualizing vision ○ Strategic planning ○ Policy developing • The Board’s existing Committees are as follows: <ul style="list-style-type: none"> ○ Fund development ○ Policy ○ Facility Development Group ○ Business /Finance ○ Human Resources ○ Leadership Development Committee (LDC) ○ Communication • How do we align Board members and their skill sets to the goals of the organization? The Board identified the following committees for the year with people (Board members names are in bold print): <ul style="list-style-type: none"> ○ Fund Development (Shuaib Ahmed, Carrie Doulfikhar, Ehab Jaleel, Lemiya Alexander) ○ LDC (Andrea Cooper Gatewood, Maher Budeir, Shuaib Ahmed) – policy, HR, Business, Record Audit ○ Facilities Planning Group (Maher, Calvin, Kristina, Andrea, Pam Holloway, Ehab) ○ Communication (Nada Diab, Carrie Doulfikhar, Majd) <ul style="list-style-type: none"> ▪ How do we get more parental involvement? Recognitions, PR for the Board’s role, orientation, response to stakeholder feedback, calendar, Board/staff meetings. We need more town-hall meetings. Board members need to recruit. • Georgia Open Meetings Act – Nada Diab review the open meetings law and transparency guidelines, including the following: 	<ol style="list-style-type: none"> 1. As input to FOA - Invite people with specific skills to meet the Board to learning about school’s needs. Do it in August and September or October 2. Add 2 Town halls to Board’s annual calendar. 3. Add occupation to parent directory. 4. Confirm that we have signed agreements with Real Estate 5. Confirm if JBReality is open to us extending our lease. Also ask if we need extra space.

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<ul style="list-style-type: none"> ○ Transparency is overarching goal. If committee meetings are attended by 5 or more members, a quorum will be reached and then the meetings must be open to the public. Exceptions to this rule are specific situation dealing with a particular staff member, parent, or student, real estate, legal topics. ○ Email use between board members should be limited to informational and not discussion. ○ Executive (private) and emergency meetings rules were reviewed. ○ Affidavits for all meetings must be signed by Board Chair. 	
<p><u>Technology</u></p> <ul style="list-style-type: none"> ● Shuaib gave update on Technology and suggested that we move to a dot “edu” domain. This will require going through SACS ● Monthly – 20,000 page views with each person spending 3 minutes 	
<p><u>Choosing a Financial Advisor</u></p> <ul style="list-style-type: none"> ● Calvin Stamps presented 3 options for financial advisor to be used by the Board for financing new building <ul style="list-style-type: none"> ○ The Board decided to work with Comer Capital Group. 	
<p><u>Governance</u></p> <ul style="list-style-type: none"> ● Ehab described nature of relationships between Amana Board and Fulton County and the State 	<ul style="list-style-type: none"> 6. Ehab to confirm fingerprinting – location 7. Lloyd Smith to facilitate next meeting.