

4/11/20 CE Academy Board Meeting

Time: 3:00pm Location: Zoom meeting

Attendees:

board member: Heli Chu, Ellis Park, Erin Hsu, Steven Niu, Ariel Lin (Chien-Yu Lin), Yiyi Jiang

Heli and Ellis host the meeting, Yiyi take notes.

Heli, before the meeting starts, I would like to commend everyone for postponing your family activities and insisting on meeting on Easter, let us give ourselves a thumbs up. We're good!

- 3:05 Heli called to order and conducted a roll call of members.
- Approval for last meeting minutes: all approved
- Ellis read the mission
- Ellis reviewed a strategic plan that we should decide for financial management company within 2 months, 501c3 will be determined in May.
- think about questions to ask the financial management companies, Ellis recommend contacting Acadia Northstar
Lisa Marshall (CPA)
Betty Warren Charter Services
Charter Success Partners
Triangle Accounting
- Heli offered to meet CSP if anyone wants to.
- Check with Steve Niu for meeting for budget and grant opportunities, review grant opportunities, 3 year projection. 75% of income must be used for education. No donation for political use.
- Erin will check the financial part of the application for what policies on expense
- Ellis expressed May 20, 2020 we will close out questions for google doc. Add questions before May 20.
- Will talk about prospective new board members next time:
Tim Murph, Patrick Xu, Bryce Roberts (formerly with the board)
- Heli will talk to Bryce about Facebook, website updates, and manage website.
- Heli expressed that in order to strictly manage the website, only Ellis and Heli can directly contact the site administrator to allow content to be post and amended.
- June---new members interview/acceptance, add on new financial management group
Jan---Hire school leaders
March---Recruit and hire teachers/staff
- Heli will work with Steve to create a school account.
- Ariel drafted "CE Academy Board Member Candidate Information Form" as amendment of the board. The draft sent the board before 3 hours of the meeting. Heli suggested that if anyone wants approval anything, you must send it to the board one week in advance. We must read them carefully and discuss it at the next meeting.
- Ariel expressed hope that Heli and Ellis will contact OCS to confirm to be added as co-chair and cc every board member.
- Questions: Tax form? Expense form? 99 forms? Contract? Cost? Services? etc.
- Next meeting will be May 9th, 2020 at 3pm.

Amendment approved in the Board Meeting on 5/9/2020:

Heli expressed that in order to strictly manage the website, only Ellis and Heli can directly contact the site administrator to allow content to be post and amended.

To clarify this point, an amendment is added as follows. The content of the website needs to be approved by the majority of the CE Academy Board before being posted on the website. Ellis or Heli can contact the website administrator to post the content.