

5/9/2020 CE Academy Board Meeting

Time: 3:00 pm Location: Zoom Meeting

Attendees: Heli Chu, Ellis Park, Erin Hsu, Ariel Lin (Chien-Yu Lin), Yiyi Jiang (5 board members)

Heli and Ellis hosted the meeting. Erin Hsu took notes.

3:13 pm **Roll call**

3:14 pm **Read Mission statement together**

3:15 pm **Approval for last meeting minute on 4/11/2020**

Ellis made a motion to adopt the April 11 minute with an amendment regarding the website management. Ariel seconded. Heli and Erin Agreed.

Action: we adopt the minutes on April 11 with an amendment added

3:25 pm: **Website Management:** The intern staff for CE Academy, Mr. Yuan who manages CE Academy website is going to leave around June. Ellis and Ariel will contact with Mr. Yuan to transfer website management information over, such as passwords and how to access the Wordpress.

3:30 pm **Start-up Grants:** Ellis contact the Office of Charter School to ask about the start- up grant.

3:40 pm **501-C3 and Finance Service Company**

*Betty Warren Group and Arcadia will be our potential companies for doing the payroll in the first year. Ellis will arrange the zoom meeting with Betty Warren and Arcadia during weekdays in May and we can prepare questions for them during this meeting to help make a decision between these 2 companies. Ellis has consulted with Mr. Wu of the Chinese immersion charter school in Charlotte and Mr. Wu said we can wait till the end of this year to decide on the finance service company so we are not in a hurry now.

*For 501C-3, Heli has arranged some people to finish the form, and will have Steven Niu, our Treasure on the board to check if the form is done correctly. As for the filing fees, Ellis expressed we could check with the start-up grants.

3:44 pm **Board Building:** Ellis made a motion to adopt the board candidate application form, Ariel seconded, and Erin, Heli, Yiyi agreed. Ellis will send this form to Tim Murphy to apply for the CE Academy Board candidate position. Ellis will contact the references of Tim Murphy. Everyone on the board is encouraged to recruit ideal board members by using this form.

3:54 pm **Agenda Revision:** Erin suggest adding a section of budget reporting in the agenda. Treasure on the board needs to be present in all the meetings and present our financial status. All expenses and income need to be recorded and presented.

4:24 pm **Next Meeting:** Our next board meeting is scheduled on Jun 13, 2020.