

**MINUTES**  
**Granite State Arts Academy Board Meeting**  
**August 6, 2014**  
**6:00 – 8:00 p.m.**  
**16 Route 111, Building 4, Derry NH 03038**

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Meeting called to order at 6:10pm

Attendance: Shelley Fox, Sarah Kelley, Stephanie Libby (and friend Blake) attended in person. Paul O'Neill, Don Erdbrink, Todd Abernathy, and Melanie Holden attended via phone.

1. **Approval of minutes from past meeting:** Don made a motion to accept the minutes from the last Board meeting, Melanie seconded the motion, and the motion passed with no abstentions or opposition.
2. **Comments by Director:** Shelley
  - a. **Enrollment** – Approximately 10% attrition in the freshmen class for various reasons. Currently there are 35 or 36 freshmen enrolled, 10 sophomores, and 9 juniors/seniors. Inquiries continue to come in daily.
  - b. **Hiring** – Sherry Terosian (part-time math teacher candidate) was in today, and Shelley is working to re-arrange the daily class schedule so that Sherry can work at both Birches and GSAA. The Office Manager contract is being finalized. Both Jeff and Rene were at school today to view Sherry's demo lesson. Shelley will be conducting an interview for the School Counselor position tomorrow. Steph mentioned that she did notify her alma mater (Goddard College) about GSAA's open counselor position.
  - c. **Curriculum, incl. textbooks** – Shelley is continuing to order textbooks, trying to get some that are used in order to save on cost. The process is quite time-consuming.
3. **Comments by Business Manager** – Wendie Leweck. Wendie was not available to attend so other Board members chimed in as appropriate.
  - a. **Financial Report** – Wendie typed out hard copies of the balance sheets (Shelley has copy), and profit and loss standard. They cannot be emailed to Board members so Don spoke about them in general terms. Don and Wendie ran several scenarios based on different amounts of money raised, and based on ~ 60 students. A month-to-month outline/cash flow report will be even more helpful, and the goal is to have one very soon. It continues to be a work in progress, but is clearer than it ever has been.
  - b. **Master Tasks List updates** – see below
  - c. **Services updates** – The fire door "swing" needs to be reversed. The locksmith quoted \$360. Sarah made a motion to approve that expenditure, Don seconded, and the motion passed with no opposition or abstentions.
  - d. **Upcoming purchase plans** – see below
  - e. **Launch/Ribbon-cutting party Aug 9** – A sign up sheet for food will be going out very soon, and the Board has the day's schedule in their email. Melanie will be picking up the main course food. Joe Leweck and his band are

scheduled to play. There will be games and decorating of bookcases for students to do. There is still a need for some baskets for raffling, and there will also be a 50/50 raffle. Set up begins at 10:30 and we need as many people as possible to join the effort. Steph has bought some decorations. There is a need for a small helium tank (\$30) to be donated.

**f. Large gift fundraising** – this is an ongoing effort.

4. **Comments by Vice Chairperson:** Don

**a. Music area** –The area is mostly done, Don continues to work on a few small things that are left to do. The recording system is all set, with thanks to Don and Bob Beale. They will be testing the system in the near future. The locksmith will also be putting a lock on the area's door.

**b. Phone system/cabling:** Cable is required based on how the building is rated ("plenum"). Don continues to work on negotiating a price and what is needed/required. TNT will be working on a "bare bones" plan, Don will outline it in an email to Board members, and the Board will vote via email.

5. **Comments/updates by Chairperson:** Paul

**a. All high priority items in prep for Opening Days** – phones/cable up and running, diagram for student drop off (Paul's to-do), 10 large cones to be bought for setting up student drop off system. Schedules will be given out on Orientation Day. Most students still need to indicate their major/minor art preferences (perhaps ask for this at BBQ?). Textbooks are still being ordered. Insurance needs to be finalized. The visual arts room still needs to be cleared out. Paul asks that staff and Board members continue to add to the "hot list."

**b. Dance floor installation status** – The trim is being finished and the Marley is being taped. Paul will be at school tomorrow to work on it further.

**c. Insurances** – Wendie and Paul continue to work on this issue.

**d. Operating Protocols** – this document is "living" and will be updated and adapted as needed. The goal is to facilitate smooth operations.

**e. Other topics** – Paul had a wide-ranging and helpful conversation with Robin Calitri. Robin had some ideas about resources for Shelley, Wendie, and other staff members. Paul and Melanie will continue to work with Robin to follow up on some recommendations.

6. **Updates from Committees:**

**a. Personnel** (done above by Shelley)

**b. Finance** (done above by Wendie, other Board members)

**c. Curriculum** (done above by Shelley)

**d. Marketing and Fundraising** –Stephanie, Melanie

Included in Steph's fundraising page is a theatre project that will include the purchase of folding chairs, cart, lighting board, black fabric to make "black box." Draper will need to be outside-funded because grant amount limited (perhaps a parent would have that skill). NH Charitable Foundation grants being pursued (applying for both large and small). Due Aug 22. Paul asked Fundraising Committee to coordinate a "prospect" list. Don also suggested cooking classes at Stonewall Kitchen; Melanie noted that these ideas are being kept by the committee, and will be implemented with the packets Wendie created once the BBQ is done. Please send any ideas to Melanie/the Committee. Steph is also registering for more "passive"

fundraising ideas (Capri Sun, cartridge recycling, Target, AmazonSmile, etc.). Melanie also mentioned that there would be bricks available for sale at the BBQ, to be used in the outdoor classroom. There is also a donation link on the web site. Don also encouraged the Board to keep possible ideas for afternoon/evening classes (fee for services).

- e. **Todd-Outreach** -- Mt. Washington College is jettisoning radio station equipment. Wendie and Todd are working on whether this might be available to GSAA. The department chair is a good person to create a relationship with and Todd will be working on that. She will attend the BBQ and Todd will be introducing her to Board members.
- f. **Facilities** (done above by Don). Don also noted that there will be a need for storage in the near future; someone may need to approach Brookstone to see if there is any storage available.

**g. Governance** – Bianca, Paul (see Operating Protocols above). It was noted that there is a need to establish protocol/tweak bylaws on who qualifies as voting members. Paul will look at bylaws and will add it to the next agenda. Several members noted that last meeting it was voted that teacher rep does not vote. There will also be a chance for teachers to vote on their representative to the Board. There was also some discussion about potential Board members for the future. There is a need for educators to join as well as a lawyer and/or CPA.

Paul also commented that the Board's focus would change as the school opens.

Meeting adjourned at 7:20pm