

Access Charter School-Meeting Minutes

November 20, 2013

I. Call to Order

The regular meeting of the **Access Charter School Governing Board of Directors** commenced at 6:00 p.m. on Wednesday, November 20, 2013.

II. Roll Call

The following board members were present:

**Kyle Havill
Herb Smetheram
Liani Steenekamp
Roger Watkins**

The following board members were not present:

**Theresa Campbell
Gavin Elliot
Neil Middendorf
Joseph Thairu**

III. Old Business/Open Items

- A.** The meeting minutes from the October 22, 2013 Board Meeting were reviewed, Kyle Havill motioned to approve the minutes. Herb Smetheram seconded the motion. All board members were in favor.
- B.** Roger Watkins presented the Treasurer's Report. Areas of discussion in Treasurer's report included: Increase and approval of state capital outlay funding, difference between budgeted and actual salaries for instructional positions and instructional support positions. Differences will be amended in January. Carry over from last year Instructional and Travel expenses will also be amended in January. Increase costs in repair and maintenance of facilities due to typical wear. Herb Smetheram motioned to approve the final budget. Liani Steenekamp seconded the motion. All Board members were in favor.
- C.** Roger Watkins presented the Director's Report.
- D.** The board reviewed final bank information from Florida Bank of Commerce and the most recent responses from the sellers of the Summit property. Based on the previous board meeting and this information Access Charter will no longer move forward with purchasing the Summit property.

IV. New Business

- A.** The board discussed the possibility of a new facility option. The facility is located at 671 North Magnolia Avenue in Orlando. This space is a two story building with convenient location from I-4. This facility will require renovations in order to meet move in requirements for the school however they are much less involved than those of the last facility. Currently, Bob Feldman, the school's realtor is working to develop a Letter of Intent to provide to the seller. The board discussed need to move quickly and to begin steps for renovation estimates and appraisals of the building site. Kyle Havill motioned to complete the appraisal process with costs not to exceed \$4,500.00. Herb Smetheram seconded the motion. All board members were in agreement. Liani Steenekamp motioned to begin working with Rick Mellin from ZHA Inc. and Welbro Construction to discuss renovation needs. Kyle Havill seconded the motion. All board members were in agreement.
- B.** The board reviewed the 2012-2013 audit review completed by McCrady, Hess and Ruth. Based on the audit performed Access Charter is in compliance with all standards and requirements. No concerns were identified by MHR and the final audit was positive. Herb Smetheram motioned to accept the Audit. Liani Steenekamp seconded the motion. All board members were in agreement. Bound copies were provided to all members in attendance.
- C.** Roger Watkins discussed the need to further develop the roles and responsibilities of Officers. Additionally, each member of the board is asked to provide a nomination of one additional board member at or prior to the next board meeting. This is necessary to continue the development of our school board. Furthermore, Officer responsibilities will be clearly outlined during the next board meeting in January.

V. Adjournment

Kyle Havill motioned to adjourn the meeting and Herb Smetheram seconded the motion. All board members were in agreement. The meeting was adjourned at 7:24 p.m. The next Board Meeting is scheduled for January 22, 2013 however all members agreed that if necessary the Board will meet in December to further discuss facility options.

Prepared by, Theresa Campbell, Board Secretary