

PEPIN ACADEMIES



BOARD OF DIRECTORS MEETING

Pepin Distributing Company
4121 N. 50th Street
Tampa, FL 33610

NOVEMBER 28, 2016

MINUTES

CALL TO ORDER: 5:39 P.M.

Board Members In Attendance:

Jeff Skowronek - Present
Scott Strepina - Present
Brigitte Shaw – via Conference call
Laurel Moore Lee - Present
Shelley Sharp - Present
Kelsey Lehtomaa - Present
Chris Denome - Absent
Melissa Ortiz – Present
Sera Caceras - Present

Discussion:

1.) Public Comment

- **Craig:** Introduced Amanda Dillon, the new Executive Secretary to the board.

Discussion & Action:

2.) Agenda Accepted

Scott Strepina Moved to accept the November Agenda.
2nd- Shelley Sharp
All in Favor – No Opposed

<p>Discussion:</p>	<p>3.) Community Relations Report</p> <p>Daviera:</p> <ul style="list-style-type: none"> • Puttin’ for Pepin- Was a successful event. We learned a lot this year. Competed a little with sponsorships from the Gala, perhaps next year we will consider having it as a joint event. It could be a potential selling point to donors. We raised between \$10,000 and \$12,000 which is a little short from last year. • Gasparilla- Is on January 28th. It will be at a better location in the middle on Bayshore and Rome. Will need a lot of volunteers. • Brews and Brains- Planning will be underway next week. It will be bigger and better this year. • Working on a few community partnerships with some of the restaurants and different establishments in the community, by giving incentives to our students. Talked to Casper’s and they are excited to work with us.
<p>Discussion:</p>	<p>4.) Finance Report</p> <p>Topics Discussed</p> <ul style="list-style-type: none"> • Charles Burke went over Finance Report. • Projected to be in the black by the end of the school year. Expenses were higher due to Riverview expansion. • Will now present two different statements; Charles Burke reviewed statements. • Had to pay \$50,000 in property tax since it was a commercial building, but will not have to pay it next year. Still have solid reserves. • Spent more from Capital Outlay for desks and computers; budgeted at \$150,000, came in at \$170,000. • Applied for ERate funding. Received confirmation that there would be \$60,000 in ERate funds. • Walgreens revenue—rent is prorated because budget was made at the end of July. • Craig: We have solid reserves. Was in the black last year healthily. We know moving forward our budget will look much better. • We will continue to have FTE dollars coming in.
<p>Discussion:</p>	<p>5.) Fundraising Report</p> <p>Holly:</p>

	<ul style="list-style-type: none"> • Gala was a success. We are thrilled to see how the program turned out. We grossed about \$169,000 gross. Had about 300 people in attendance. • Avila chose us as the recipient for the ‘18-‘19 Tennis Tournament Charity. • Working on getting information together to apply for a grant for playground equipment. Grant for music equipment for the Tampa campus. • Working on expenses from previous years to compare to this year’s Gala. Sending out electronic post cards to all of the people and sponsors who attended the Gala who have email addresses. Will insert “Rise Up” video. Bridgette suggested to include a note for feedback. • Kelsey: Suggests we survey guests to get feedback on their Gala experience.
Discussion:	<p>6.) Executive Director’s Report</p> <p>Craig:</p> <ul style="list-style-type: none"> • Compliance Reporting • Enrollment Update • Recent Events • Upcoming Events
Discussion & Action:	<p>7.) Approval of September Minutes</p> <ul style="list-style-type: none"> • Scott Strepina Moved to approve September Minutes. • 2nd- Melissa Ortiz <p>All in Favor, No Opposed</p>
	<p>8.) Riverview Construction Update Batson – Cook</p> <ul style="list-style-type: none"> • Reviewed Powerpoint • 2 Weeks away from completion. • Waiting on last overhead inspection. • Finishing setting all the fire alarms on the walls.
	<p>9.) PASS Update Dr. Skowronek</p> <ul style="list-style-type: none"> • Jeff: I have been elected PASS Chair. I Would like board to consider two options:

	<ul style="list-style-type: none"> • 1. Revise bylaws to allow for an extended term as the Hillsborough Board Chair. Which then will allow me to be the representative on the PASS Board. • 2. Select a new chair, but allow to be the representative on the PASS Board instead of the new chair. • Jeff is willing to serve a third term. • Will make a decision at the next board meeting.
Discussion:	<p>10.) Membership Plans and Governance Training Dr. Skowronek</p> <ul style="list-style-type: none"> • Laurel is cycling off the board, but has found a replacement. • Governance Board Training—Scott Strepina’s certification is due December 13th.
	<p>11.) Other Business</p> <ul style="list-style-type: none"> • N/A
	<p>ADJOURNMENT: 6:47 p.m. Jeff moved to adjourn</p>
	<p>The Next Meeting of Pepin Academies Governing Board will be at 6:30 p.m. on</p> <p>December 12, 2016 <u>Pepin Distributing Company:</u> 4121 N. 50th Street, Tampa, Florida 33610</p>