

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE FOUNDATION
BOARD OF DIRECTORS MEETING
April 12, 2014

Members present: Cynthia Henderson, Chad Edmonson (*call-in*), Germain McConnell; Jeremy Abernathy, Jack Carter, Stuart Davis, Michael Goggans (*call-in*), Owen McGuire (*call-in*), Lydia Quarles, Rick Smith and Thomas Richardson.

Members not present: Cynthia Brown, Jim Davidson, John Davis, Noelle Tune, and Samantha Walley.

Guest present: Katie Carter, *contract employee of MSMS Foundation.*

The board had 11 of 17 members present and made up a quorum; or majority. All members were reminded about the regularly scheduled meeting and details were provided via email on April 6, 2014.

MEETING CALLED TO ORDER

Cynthia Henderson called the meeting to order and welcomed all members and guest. The January meeting minutes were completed and emailed to the board of directors for approval. The minutes were unanimously accepted and approved. They have been added to the website.

FINANCIAL INFORMATION

Katie Carter presented the QuickBooks report for the first quarter of 2014. The Foundation received the final check of the 5 year \$500,000 grant from the Phil Hardin Foundation in the amount of \$100,000. The current assets are larger than the previous year. The income is on target compared to last year's revenue. The expenses are higher than the previous year due to the Foundation having to expend dollars on a contract employee and office management cost.

The Charles Schwab report was represented in the QuickBooks report up to the month of February. The March and April reporting from Schwab had not been received at the time of the board meeting. The Schwab report showed the \$100,000 transfer from the money market account to the investment account as reported in the January board meeting.

Jeremy Abernathy made a motion to accept the financial reports. Rick Smith seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

The Finance Committee, Planning Committee, and Fundraising and Outreach Committee had nothing to report at the board meeting.

Cynthia Henderson presented the P.L.U.S. Committee report on behalf of Samantha Walley. The parents completed the following projects: Tales of the Crypt and snacks for Interview Day. The parents have earned enough Coke rewards points to get a TV and are working with Ms. Tanya Walker for the final location. The parents are preparing for New Student Orientation at the end of April where they provide snacks and drinks. Also, if enough parents are on campus during New Student Orientation they hope to have some PLUS committee positions filled with elections. Upcoming expenses and activities include: exam snacks, prom breakfast, graduation breakfast, graduation medallions.

Cynthia Henderson presented the Hiring Committee report. So far 30 applicants have applied for the position. The applicants are light in database knowledge and QuickBooks knowledge. The committee will narrow the scope to 4 to 5 applicants. The committee plans to conduct interviews between the dates of June 14- July 1.

Cynthia Henderson presented the Executive committee report. The executive committee met to approve and extend the contract of Katie Carter till July 1, 2014. The committee also approved a check card for online payments with vendors where checks are not accepted. The daily limit on the check card is \$100.

Lydia Quarles made a motion to accept the committee reports. Rick Smith seconded the motion. The motion passed.

FOUNDATION REPORT

Cynthia Henderson presented the Foundation Activity report. The final Hardin Foundation check was received by the Foundation. The annual report is almost complete. The accounting review has not been completed by the Foundation's accountant. When the accountant is finished with the tax review, the numbers will be finalized in the annual report. QuickBooks has been converted and is now being used online. The 2013 paperwork is completed. The work included: donor thank you letters, paperwork to the accountant, and money management placed into QuickBooks. Katie Carter is currently working on the 2014 accounting documents, correspondence for the Foundation, and reports as needed.

2013 Accomplishments:

- \$10,000 to school, help with Science Carnival, 15 students assisted with Room and Board Fee Assistance, 9 seniors with college scholarships, assisted camp with approximately \$11,600
- Contributions were up \$1,600 compared to 2012
- Program costs were down compared to the previous year.

Lydia Quarles made a motion to accept the Foundation report. Jack Carter seconded the motion. The motion passed unanimously.

SCHOOL REPORT

Germain McConnell presented part of the school report. The budget is flat from the state for another year. Within the flat funding, the school will have to worry about increased food cost and teacher salary increases. The Mississippi University for Women (MUW) has included the MSMS residential halls within their residential upgrades on campus. The upgrades will include paint, flooring, and window treatments. Dr. McConnell was not sure of the total cost to implement the changes or where the funding was coming from. He was going to work on the MSMS budget for the next 3-5 years. He included a hand-out of a draft of the strategic plan. He will be emailing the board a copy after the meeting. The hand-out was given to the Advisory Board the previous day for discussion. Dr. McConnell has set up a "Vision" committee on campus to discuss a distance learning grant that the school is currently trying to obtain.

Ms. Tanya Walker, Director of Student Affairs, presented a report on school activities and the residential halls. The students painted the lobbies of Goen and Fraizer. Ms. Jones, the art teacher, helped with moving furniture and the purchase of decorative items such as: lamps and carpet. The school is currently looking at flooring and drapery options. She is working on a timeline for implementing the changes. The school is currently looking for an assistant hall director. A bus driver was hired to help with transportation of students. In sports, 5 students are headed to the state tennis tournament. Four students headed to the state swim tournament. Upcoming activities include: prom and Tacky Tikki.

Mrs. Kelly Brown, Director of Academic Affairs, presented a report on student and faculty achievement. Three students are awaiting final word on the Bill Gates award. The Science Olympiad Team won state and will head to nationals in Orlando, Florida. The Rocket team is headed to nationals in Washington D.C. and two National Science Fair finalists will be competing in Las Vegas, Nevada. Marjada Tucker won the Tom Joyner Foundation, an award to attend a historic black college. 79 students will be taking AP exams this year. The school is in the process of filling two faculty positions: chemistry and math. Dr. Nancy MacNeill is retiring at the end of the school year. Currently she is out due to health problems. Dr. Marlies Bearden is retiring from the math department. The school is currently looking for a records/administrative person.

Mr. Joey Herring reported on the state of technology at the school. Dr. McConnell increased the funding of the technology department.

Mr. Wade Leonard, coordinator of public relations, reported on the MSMS website and social media sites. The school is publishing a newsletter that gets sent to 10,000 people.

Mr. Rick Smith, Director for School Advancement, reported that 135 students have been selected for the class of 2016. The selection committee also selected 9 alternates. 59% are female, 41% are male. 41 counties are represented. The class also has a good range of diversity. In the summer the school will be hosting 2 weeks of summer camps. Currently the camp for rising 9th and 10th graders has 51 students and the camp for rising 7th and 8th graders has 32 students. The camps will take place the 3rd and 4th week in June.

Thomas Richardson made a motion to accept the school report. Jeremy Abernathy seconded the motion. The motion passed.

OLD BUSINESS

Cynthia Henderson requested the database be set up prior to the hire of a new Foundation employee. To accomplish this goal she requested to increase Katie Carter's hours to 40 hours per week to help with the implementation and preparation of the database. Lydia Quarles made a motion for the planning committee to choose the database and increase Ms. Carter's contract to 40 hours to work on database for one month. Chad Edmonson seconded the motion. The motion passed. Cynthia Henderson made a motion to empower the executive committee the ability to increase Ms. Carter's contract as needed to complete the database set-up. Lydia Quarles seconded the motion. The motion passed.

Foundation elections:

President: Michael Goggans nominated Cynthia Henderson as president of the board. Rick Smith seconded the nomination. Michael Goggans made a motion to close the nomination. Jack Carter seconded the motion. The motion passed. Lydia Quarles made a motion to elect Cynthia Henderson by acclamation. The motion passed unanimously.

Vice-president: Michael Goggans nominated Chad Edmonson as vice-president of the board. Lydia Quarles seconded the nomination. Michael Goggans made a motion to close the nomination. Cynthia Henderson seconded the motion. The motion passed. Cynthia Henderson made a motion to elect Chad Edmonson by acclamation. The motion passed unanimously.

Treasurer: Michael Goggans nominated John Davis as treasurer. Lydia Quarles seconded the motion. With no objections, Michael Goggans made a motion to close the nomination. Cynthia Henderson made a motion to elect John Davis by acclamation. The motion passed unanimously.

Secretary: Cynthia Henderson nominated Jim Davidson as secretary. With no objections, Michael Goggans closed the nominations. Cynthia Henderson made a motion to elect Jim Davidson by acclamation. The motion passed unanimously.

Cynthia Henderson made a motion to close elections. Michael Goggans seconded the motion. The motion passed.

Term Limits:

Cynthia Henderson made a motion to nominate Lydia Quarles to another term on the board. Michael Goggans seconded the motion. The motion passed.

Cynthia Henderson made a motion to nominate Michael Goggans to another term on the board. Lydia Quarles seconded the motion. The motion passed.

NEW BUSINESS

Payment Requests/ Approvals:

P.L.U.S. committee requested \$2,650 to help fund end of the year activities. Rick Smith made a motion to accept the funding request. Thomas Richardson seconded the motion. The motion passed.

Germain McConnell made a request of behalf of Mrs. Emma Richardson for two students to travel to New York City. The students are Nick Elder and Rachel Jones. The students are traveling to New York to receive a national scholastic award in writing. The total cost per student is: \$1,627. The board of directors agreed on \$3,854.08 for both students with \$200 allocated for Mrs. Richardson. Jack Carter made a motion to accept the funding request. Lydia Quarles seconded the motion. The motion passed.

Germain McConnell presented the paperwork for the AP testing requested at January board meeting. The total number of students taking the test is 79 and amounted to \$6,980. Dr. McConnell also provided the board of directors with the paperwork for the new science equipment which was previously approved at the January board meeting.

Rick Smith requested funding to help with the 2 week summer camp. Currently most of the students are paying the tuition. Funding is also coming from other Foundations and sources. Cynthia Henderson made a motion to provide up to \$25,000 dollars for the summer camps. Jeremy Abernathy seconded the motion. The motion passed unanimously.

Foundation Nominations:

Cynthia Henderson nominated Crystal Lauderdale (class of 2000) for a board of director position. Crystal is currently director of marketing at Florida Polytechnic University. Jack Carter made a motion to accept Crystal Lauderdale as a nomination. Jeremy Abernathy seconded the motion. The motion passed unanimously.

Cynthia Henderson nominated Dillon Allen (class of 1996) for a board of director position. Dillon is currently living in Mississippi working for Entergy and has a degree in Nuclear Engineering. Lydia Quarles made a motion to accept Dillon Allen as a nomination. Jack Carter seconded the nomination. The motion passed unanimously.

Alumni Magazine:

Cynthia Henderson made a motion to provide and create an alumni magazine. Jeremy Abernathy seconded the motion. The motion passed.

NEXT MEETING

The next meeting is scheduled for July 26, 2014 at 11:30 pm located on the MUW campus. With no other business to conduct, the meeting was adjourned.