**Artportunity Knocks Board Meeting Minutes-Mar 25, 2017**

Official Start Time: 10:12am

Located at: Artportunity Knocks Main Office (and virtual phone conference)

Those in attendance [in person]: Rob, Khoi, Chris, Marie, and Ty [Virtual Call]: Kristen, Tiana, Devonya

Not in attendance: Rose, Jeff

Quorum was met

**State of the organization:**

* 2 full-service after school programs, enrichment clubs, entertainment workshops, summer camps, community outreach events that all aim to empower youth.
* Since inception, over 20,000 students have attended Artportunity Knocks programs and outreach events
* Partnerships: Hands-On-Atlanta (Provided over 200 volunteers), Government Entities: City of Atlanta, DeKalb and Gwinnett County Parks and recreation (host our quality summer camps)

School Partnerships: Powder Springs Elementary, Latin College Prep, Atlanta Heights Charter school, Perkerson Elementary, and American Family Insurance Dream Foundation for allowing opportunities for low-income families.

* College Inspiration Programs allow for teens to explore more opportunities in entertainment technology and tour colleges in this field and currently more than 75% have been able to go to colleges to major in the entertainment field
* Overall revenues increased by 62% (opened new licensed facility and food program)
* State-licensed After school programs accounts for 65% of overall revenue for the Artportunity Knocks organization
	+ Eligible for CAPS and CACFP funding.
* Short-term goals: Expand After school programs by 1 to 2 schools per year through Atlanta region.
* Future Goals: Arts integration in schools, acquire our own facility (Atrtportunity Knocks Community Arts Center) which would provide transportation to participate in classes related to the arts,
* Continue our community outreach programs (backpack drive, American Cancer Society events, etc.)

**Financial Health:**

* Current assets: -15,000 (includes back taxes, operating costs, business loan.)
* CEO has a Debt Reduction plan in action:
	+ Monthly payment plan with IRS current
	+ Increase in Board commitment
	+ Increase in grant writing and corporate partnerships
	+ Opened Interest Reserve account: for putting aside funds from camps and after school programs with higher margins so that working capital will be available during the slow months (May, July, Nov, Dec)
	+ Increase Program costs: After school costs $65/wk-Most Parents pay nothing if receiving CAPS. CAPS pay $110/wk for Summer camps, Parents pay 40)
* Upfront Facility costs: 6,000 (purchase equipment, science stations, technology stations, math, arts and crafts, first 2 months of teachers salaries.
	+ Possible technology donations (laptops, organizations funding arts programs).
	+ Possible grants from companies similar to American Family Insurance.
* Profit/Loss: Board member contribution (monthly donations would assist in budget planning), corporate contributions, American Family Insurance grant, increase company sponsorships, fundraising events from the kids performances, etc.

**Board Expectations**

* Learn the mission statement☺
* Be an Ambassador for the organization: advising in area of specialty
* Raise funds for organization to thrive: Give $500 or get $2000
* Be Active: Attend Board meetings, 2 major events (possibly 4)
* Board Development Recruitment: Recommend at least 1 Senior Level expert in their field that could advise/contribute as a board member.

**Motions:**

1. To increase board meetings to Monthly

(After open discussion, a middle ground was agreed to 1 hr bi-monthly meetings with committees meets after. Alternate in-person meetings. Next Meeting last Sat in March via GoToMeeting conference call.)

2. To form structured committees:

(After discussion, committees are: Internal Affairs (Finance, HR, Operations), Fundraising/Special Events, Radio Station, and Programs/Education)

Everyone signed up for at least 1 they are interested in. (Those not in attendance can review and sign up for a committee. Definition in board packet)

3. To Nominate and vote for Board Seats (Winners in \*)

Board Chair

Nominee - \*Khoi Nguyen (Unanimous)

Vice Chair

Nominees - \*Kristen Fancher, Rose Majors, and Drew Macdonald

(Discussion: Drew has advised that he is no longer available for that level of commitment, Rose declined the nomination. Winner: Kristen Fancher)

Treasurer

Nominee- \*Marie Hunter, Jeff Karantza

(Jeff declined the nomination)

Secretary

Nominee - \*Tiana Fernandez (Incumbent)

**Committee added and interested members:**
Programming & Education
Kristen Fancher
Rob Albertson
Marie Hunter

Mohua Thakarta (to confirm)

Internal Affairs
Chris Woods
Khoi Nguyen

Fundraising & Events
Michael Bracey
Chris Woods – Events

Stephanie P. Graham

Radio Station
Chris Woods
Chapeka Rose Majors
Michael Bracey
Jeff Karantza

Misc (Arrived after roll call):

Gloria Neal - Guest
Nicole Henderson - Advisory Member
Rose Majors
Michael Bracey
Jeff Karantza