

**First State Montessori Academy**  
Monday, April 8, 2013  
Location: Brandywine Hundred Library

**Board Meeting – Executive Session**  
**Time: 6:30 p.m.**

Agenda:

- I. Call to Order/ Approval of Agenda
- II. Topics to be discussed:
  - a. Binders distributed
  - b. Board member nomination
  - c. Location updates
  - d. Development Committee updates
  - e. Implementation plan

**Founding Board Meeting – Public Session**  
**Time 8:00 p.m.**

Agenda:

- I. Approval of Minutes
- II. Committee reports:
  - a. Fundraising Committee
  - b. Marketing Committee
  - c. Communications/Website
- III. Public Comment
- IV. Adjourn meeting

# First State Montessori Academy Board Meeting

## April 8, 2013

**Meeting Location:** Brandywine Hundred Public Library

Public notice for this meeting was given on the FSMA website and through Facebook

**Board Members Present:** Laura Messinger, Courtney Fox, Yvonne Nass, Katie McCormick, Sean Boyd, Veena Rao, Jessie Keith, Gina Castelli

**Absent:** Mike Leventry

**Call to Order:** Courtney presided over the monthly meeting and called the executive session to order at 6:35 p.m. and adjourned at 7:55 p.m. The public session was called to order at 8:00 p.m.

**Approval of Minutes** – The minutes for March were approved unanimously.

**Approval of Agenda** – The agenda for tonight's meeting was approved unanimously.

### **Committee reports:**

#### *Fundraising Committee*

The fundraising committee has met with experts and gotten feedback on our current track and how it can be improved. Moving forward, we will fine tune our fundraising by growing our group of supporters, contacting local businesses (specifically their fundraising contact person) and focusing our energy on large and small fundraising opportunities. We have also created a timeline of fundraising events that has been purposefully planned to include a variety of audiences and opportunities to donate to FSMA. Some of the ideas include planning a guest bartending night at the BBC, a family event in summer. The BBC event will be held in May and we will advertise our next event then.

#### *Marketing Committee*

The Marketing Committee has created a timeline of events they are researching as they plan for increasing awareness over the next 6 months. They also created a timeline of enrollment activities and grant deadlines. In April, there is a focus on beginning to increase the amount of people who know about FSMA. There are corporate contacts and networking opportunities that board members are utilizing to build relationships that may benefit future school needs.

At events, the committee is planning to set up materials, share brochures, sell t-shirts and give away stickers. They are creating an interactive display and thinking about how to engage both children and parents. A board member will attend all events.

#### *Communications/Website*

Jessie has revamped the website and is switching the website back to the original [www.firststatemontessori.org](http://www.firststatemontessori.org) this week. She will send out an email when the switchover is complete. The logo has been publicized on the website and will now be incorporated into the website.

Newsletters will be coming out monthly again soon. A new format is being investigated. We will begin to collect hard copies of the newsletter to have on file for accreditation purposes.

**Action Items:**

To the extent the current number of board seats did not permit adding an additional board member, which Katie indicated she would confirm, Katie moved to reset the number of board seats at 11. Jessie seconded the motion and it was approved unanimously.

Courtney brought forth a recommendation to review her nomination to appoint Corey Lamborn to the Board. Courtney provided background information ahead of and during the meeting. Courtney stated that Mrs. Lamborn's background in medical grant writing and her deep commitment to helping this project succeed will make her an asset to the board. She is an active member of the Development Committee and has taken on a leadership role in this group.

Yvonne made a motion to approve the appointment of Corey Lamborn to the Board of Directors of FSMA pending her acceptance and background check. Katie seconded the motion. Motion was approved unanimously.

With no further business, Courtney made a motion to adjourn the meeting. Yvonne seconded the motion and it carried unanimously. The meeting adjourned at 8:25pm.

Respectfully submitted by Courtney Fox, Chair, FSMA.

Signature of Treasurer: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_