

# Sarasota Military Academy

## BOARD OF DIRECTORS

### MEETING MINUTES

February 15, 2011

#### **Board of Director Members in Attendance:**

LTG Howard Crowell, Jr., USA (Ret), Chairman  
Mr. Herb Jones, Vice Chairman  
Mr. Fred Derr, Treasurer  
Dr. Celia Edmundson, Secretary  
Mr. Steve Herb, Member  
COL Ben Knisely, USA (Ret), Member  
Mr. Woody Wolverton, Member

#### **SMA Executive Staff in Attendance:**

Mr. Dan Kennedy, Headmaster & CEO  
COL Stephen Cork, USA (Ret), Commandant of Cadets & CFO

#### **Guests:**

Mrs. Elke Olree, PTCC President

The Chairman called the meeting to order at 2:05 p.m.

The first order of business was the approval of the minutes of January 20, 2011. A brief discussion followed; Mr. Knisely made a motion to accept the minutes as written, Dr. Edmundson seconded the motion; voted and approved.

#### **Financial Report:**

Mr. Derr started the financial report by referring to the balance sheet. Total cash improved due to the catch-up funding for FTE. Mr. Derr also noted that the current ratio (current assets vs current liabilities) is 2.5 and working capital was approximately \$822,000.00. He noted that a bond payment expense (interest and principle) will be experienced during February. Mr. Derr next addressed the profit and loss budget comparison (budget vs actual). Reflected is a positive of \$145,000.00. He further noted that the increased bus expense had been reimbursed to the District, as well as all expenses related to executive management employment matters had been settled. Mr. Derr stated that he was pleased and satisfied with the statements, and pleased with the financial status of the school.

Considerable discussion followed regarding a proposed SMA Investment Policy. After lengthy discussion, it was determined that additional research was needed, and the topic was tabled until the next Board meeting.

A motion was made by Mr. Herb to accept the financials; Mr. Wolverton seconded the motion; voted and approved.

**Headmaster's Report:**

Mr. Kennedy next addressed the Headmaster's report:

1. Enrollment; currently approximately 788.
2. Meeting with Venice Community Foundation; Headmaster Kennedy and Mr. Wolverton met with Ms. Kirsten Fulkerson. Discussion included:
  - a. Board commitment
  - b. Seminar
  - c. Number of members

Ms. Fulkerson shared a number of ideas for fund raising opportunities. She recommended Mr. Chuck Loring as a candidate for our fund raising purposes. Mr. Wolverton contacted Mr. Loring and learned that he provides the service for a fee of approximately \$2,500.00, plus expenses. Mr. Wolverton also visited with Mr. Larry Thompson and his professional money raiser Mr. Lance Burchett.

Additionally, in the discussion, Mr. Wolverton addressed issues as they relate to the **Development Committee**. It is his recommendation that SMA and the Board need to secure the services of someone to raise funds for SMA. The first person Mr. Wolverton recommends that could help SMA raise monies is Mr. Ron Ciaravella, Dolphin Aviation. He has been successful with other organizations in the greater Sarasota area. General discussion followed regarding the likelihood of inviting Mr. Ciaravella and other individuals well known in the community to SMA Board membership. It was discussed and determined that Mr. Ciaravella would be contacted. Board members discussed at length issues related to and concerns for hiring a special fund-raiser as well as topics related to funding and compensation. Further discussion of this matter was tabled.

3. Master Schedule for 2011-12; copies were provided to Board members. Mr. Kennedy thanked the SMA Guidance Department.
4. Recent Cadet Activities; Cadets participated in ceremonies at the Sarasota Highland Games, the opening of a downtown parking garage, and the opening of Bird Key Park.
5. Southern Association of Colleges and Schools; responses to SACS recommendations were provided based on our self study. A copy of the SACS letter was provided to board members. SACS sent a letter recently to advise us of 'no comments' about improvements

or anything else being needed with that report. Pam Donehew was responsible for and completed SACS reports due last December. The SACS response is a direct tribute to the find job that Major Donehew did with the SACS. The next report is due in two years.

The Board extended congratulations to Major Pamela Donehew for the timely and successful efforts in reporting to SACS.

6. Contract with Williams & Parker; Mr. Kennedy recommended the Board approve the contract provided in the Board books. Mr. Herb reviewed the contract and made a motion to have the Chairman sign. Mr. Wolverton seconded the motion; voted and approved. The Chairman signed the document.
7. Tampa Drill Meet; SMA won first place in the male armed squad and first place in the male armed platoon.
8. SSAS Partnership progress; COL Cork and Mr. Kennedy met with The Sarasota School of Arts and Science principal and Board Chair on 10 February. An exploratory committee will be formed. Board member Dr. Edmundson will participate on the SMA committee.
9. Annual Charter School Presentation to the District School Board; Mrs. Deb Metheny, District Charter School/School Choice Director, did the full presentation on our behalf. In past years, each Charter School did a presentation to the District Board. During the meeting, it was noted that the District Budget is expected very late this year; mid to late May.
10. District Student Volunteer of the Year Award; One of our cadets, Cadet Louis Fischer, has won this important award.

The Board extended congratulations to Cadet Fischer for this accomplishment.

11. Dr. Windom Plaque; A dedication ceremony is planned in March.
12. Investment Policy; (Tabled for additionally review.)

### **Alumni/PTCC Report:**

Mr. Kennedy introduced parent Mrs. Elke Olree, current President of PTCC, as the representative for the PTCC Committee report. Mrs. Olree advised the Board that:

1. Mrs. Olree's term is coming to an end. Nominations for the PTCC board positions for next year were announced at the last PTCC meeting; Nominees for President, Vice President, Secretary and Treasurer were made. The vote for the new officers is planned for the third Tuesday in March.
2. Wreaths across America: A total of \$8,000.00 was raised to benefit the school.

3. The SMA Alumni Committee is working on contacting cadets and parents from all past years in hopes that the students will be able to contact other students.
4. PTCC has started a Facebook page to reach out to all past and present students. Tabulation for reported website visits is expected.

Discussion followed from the Board members expressing their sincere appreciation for the PTCC organizational efforts. Thanks were extended to all our SMA parents and volunteers.

**Audit Committee Report:** No report.

**Academic Leadership Committee Report:** No report.

**Development Committee Report:** [noted in the Headmaster's report]

**Planning Committee Report:**

COL Knisely stated that the committee had been created and minutes of the meeting were recently completed and signed. The minutes would be distributed to all Planning Committee and SMA Board members. COL Knisely was elected and agreed to head the committee. The committee members are Mr. Fred Derr, Mr. Steve Herb and COL Knisely; SMA staff members working with the committee are Mr. Kennedy, COL Cork and COL Mike Ryan. Discussion followed about the suggestion that a member of SMA Faculty and/or an SMA parent also be members of this committee. Mr. Kennedy stated he would look into the opportunities. He stated that the next meeting would be scheduled after a planned New Board Member Training Session was completed; SMA administration was directed to plan and arrange the work session. Discussion followed about the recommendation of all Board members attending the training. Mr. Kennedy stated he would review and advise.

COL Knisely highlighted a few topics that the Committee reviewed:

- Expansion and upgrade of the current SMA campus.
- Potential acquisition of adjacent or near to the campus vacant land.
- A possible scholarship program for graduating seniors.

**Chairman's report:** no report

**Old Business:** no report

**New Business:** no report

**Comments:**

Mr. Jones requested that Chris Bowman report on the Interact Club. She stated that there were 36 cadets as members and were doing a 'great job.'

Discussion followed regarding the next Board meeting. Due to Spring Break and the need to prepare financial statements, Chairman Crowell announced that the next Board meeting would be Tuesday, March 22nd; 2:00 p.m. The Chairman adjourned the meeting at 3:31 p.m.

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LTG Howard Crowell, Jr., USA (Ret), Chairman    Dr. Celia Edmundson, Secretary

Drafted: EE  
Edited: SDC