



Nurses Middle College Charter High School – Capital Region  
Board of Trustees  
Meeting Notes  
December 19, 2022, 6:30 PM  
200 Henry Johnston Blvd, Albany, NY 12210

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Deborah Elliott, MBA, BSN, Mark Little, PhD, Joseph Porter, J.D., and Maxine Smalling, MS, BS(N), RN, Angela Antonikowski, PhD

via Zoom: Leslie Thomas-Roper, CSBM, Mary Therriault, MS, RN

Board members not in attendance: Brenda Robinson, DNP, MSN, RN, David Brown, MBA

Staff in attendance: Pamela McCue, CEO, NursesMC, Jan Zadoorian, NursesMC-CR

Guest: Brenda Garretson, CBRE Albany Real Estate Broker

#### I. Call to Order

Dr. Susan Birkhead called the meeting at 6:31 pm. Quorum established.

#### II. Discussion/vote to approve meeting minutes of November 28, 2022

On motion by Ms. Deborah Elliott, seconded by Dr. Mark Little, the board unanimously voted to approve the meeting minutes of November 28, 2022.

#### III. Financial Report

Ms. Leslie Roper-Thomas (CFO) presented a report of Profit and Loss YTD (November 30, 2022). She informed the board that YTD expenses amounted to \$95,000 and were for services provided by CSBM, executive management, payroll taxes, workman's comp, consulting expenses, office expenses and for legal services. She informed the board that NursesCR should be receiving CSP funds the last week in December or first week in January.

#### IV. Executive Session

On motion by Dr. Mark Little, seconded by Mr. Joseph Porter, the board unanimously voted to move into executive session to discuss real estate related matters.

On motion by Mr. Joseph Porter, seconded by Dr. Mark Little, the board unanimously voted to end executive session.

#### V. Fundraising Update

Dr. Susan Birkhead informed the board that she and Dr. Mark Little had a very promising meeting with a local funder. This funder gave them the schedule for funding which will start in the spring.

Dr. Pamela McCue informed the board that the "donate now" button was now live on the NursesMC-CR website.

VI. Vote on January Board meeting date

No vote was held. Will poll the full board via email to see if they are all able to make a January 18<sup>th</sup> 2023 at 6:30 meeting.

VII. Vote on 2023 Board meeting schedule

No vote was held. Discussion and vote moved to January Board meeting.

VIII. Open Public Comment

No public comment.

IX. Adjournment

On motion of Dr. Mark Little, seconded by Ms. Deb Elliott, the board unanimously voted to adjourn at 8:17 pm.