

**Nurses Middle College Charter High School – Capital Region
Board of Trustees Meeting
Minutes
Zoom webinar
May 23, 2022
6:30 pm**

- I. Call to Order
 - Dr. Birkhead called the meeting to order at 6:38 pm
 - Dr. Birkhead asked Deb Elliott to take minutes in the absence of Secretary Mary Therriault.
 - Deb Elliott conducted a roll call
 - Susan Birkhead – present
 - Mary Therriault – not present
 - Brenda Robinson – present
 - Mark Little – present
 - Joseph Porter – not present
 - Maxine Smalling – present
 - Angela Antonikowski – present
 - David Brown – present
 - Deb Elliott – present
 - Quorum established
 - Others present: Pam McCue, CEO Nurses MC
- II. Discussion/vote to approve meeting minutes of April 25, 2022
 - Motion made by Mark Little, seconded by David Brown to approve the meeting minutes of April 25, 2022. Unanimous vote to approve.
- III. Open Public Comment
 - No public comment
 - Susan Birkhead recognized Dr. Brenda Robinson for recently being named one of six Women of Excellence in the Capital Region by the Capital Region Chamber of Commerce
- IV. Updates
 - a. Facility
 - Brenda Robinson deferred to Pam to provide an update. Pam McCue reported that progress is being made with negotiations at 155 Washington Ave. Most Board members have visited the site. The Building Committee recently received notice of another party interested in the building so now negotiations are on a fast track. The landlord would like a more formal agreement and is aiming for July 1st. The plan is to renovate the available space to accommodate the incoming Freshman class and potentially expand to two other floors to accommodate more students in subsequent years. The rate is being offered at \$13.50/sq. ft. which included utilities. Discussing the possibility of the landlord providing funds for renovation and Nurses MC pay it back over time. Landlord wants reassurance the school will

be successful since the prior tenant, which was a school, went bankrupt after \$2M in renovations were done. Landlord requesting a 15-year lease. Nurses MC would like to ensure that there will be additional space to expand.

Next steps: Building Committee will:

- 1) Meet this Wednesday with DBI to explore possible expansion options and cost.
- 2) Draft a second proposal to present to the land.
- 3) Arrange for another architectural fit test that will include proposed renovations and additional costs.
- 4) Explore other properties in downtown Albany as possible options.

b. Head of School

Pam McCue reported that the process for Head of School continues and the search committee started the interview process again. Paid for online search assistance and seeking at least five more applicants.

c. 501 c (3) application

Susan Birkhead reported she signed and submitted the application today. Expect it to take several weeks for approval.

d. Enrollment Application

Pam McCue reported that the enrollment application is not active yet as it is too early and will need approval from SUNY before it can be implemented. We can provide Pam's email to anyone who is interested in enrolling or would like more information. Will be sending out an informational newsletter. NYS Charter School offered to provide online admission through their website at a shared cost. Will explore further.

e. Finance Committee/Budget

Deb Elliot provided an updated budget reflecting more realistic costs associated with the projected rent and utilities. This will require an increase in the anticipated need for fundraising for year zero (2022-2023).

f. Fundraising Committee

Deb Elliott reported a Fundraising Committee has been established to begin the work of soliciting support for anticipated funding needs for the planning year and moving forward. Mark Little, Dave Brown, and Susan Birkhead agreed to serve on the committee. Anticipate needing raise \$3M over the next four years to accommodate 500 students by year 4. Nurses MC CMO developed a strategic fundraising plan which will help identify prospective donors as well as successful models for fundraising. The plan will outline a 4-year plan with goals for each year. Fundraising Committee will review and will present to the Finance Committee for their review prior to presenting to the Board of Trustees for consideration. Pam McCue provided a presentation at the NY Organization of Nurse Leaders (NYONL) at a recent Diversity, Equity, and Inclusion seminar and will also be presenting at NYONL's annual conference in September.

V. Next Board Meeting

Susan Birkhead informed the Board the next meeting is scheduled for Monday, June 27th at 6:30 pm. Will determine if it will be in person or by Zoom.

VI. Adjournment

Mark Little made a motion to adjourn the meeting, seconded by Angela Antonikowski, the Board unanimously voted to adjourn the meeting at 7:44 pm.