



Nurses Middle College Charter High School – Capital Region
Board of Trustees
Meeting Notes
January 18, 2022, 6:30 PM
Center for Nursing at the Foundation of NYS Nurses, Inc.
Nurses House, Inc.
2113 Western Ave.
Guilderland, NY 12084

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Brenda Robinson, DNP, MSN, RN, Deborah Elliott, MBA, BSN, Joseph Porter, J.D., and Maxine Smalling, MS, BS(N), RN,

Board members on Zoom: Mary Therriault, MS, RN, Mark Little, PhD

Board members not in attendance: Angela Antonikowski, PhD, David Brown, MBA

Staff in attendance: Pamela McCue, CEO, NursesMC, Jan Zadoorian, NursesMC-CR, Andrea Williams, NursesMC-CR, Mel Verga, NursesMC, Leslie Thomas-Roper, CSBM (via Zoom)

Guest: Brenda Garretson, CBRE Albany Real Estate Broker

- I Call to Order
Dr. Susan Birkhead called the meeting at 6:46 pm. Quorum established.
- II Open Public Comment
No public comment.
- III Discussion/vote to approve meeting minutes of December 19, 2022
On motion by Mr. Joseph Porter, seconded by Ms. Maxine Smalling, the board unanimously voted to approve the meeting minutes of December 19, 2022.
- IV Discussion/vote to approve resignation of Mr. David Brown.
Dr Birkhead informed the board that David Brown submitted a written letter of resignation from the board. She informed the board that he stated that although he believed in the mission of the school, his work schedule did not allow for his active participation on the board. On motion by Ms. Deborah Elliott, seconded by Ms. Maxine Smalling, the board unanimously voted to accept the resignation of Mr. David Brown.
- V Financial Report
Ms. Leslie Roper-Thomas informed the board that YTD expenses amounted to \$151,000 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 had receiving 1 payment of CSP funds and expects to receive 2 more payments in January. Due to the receipt of CSP funds, the first payment to NursesMC will be executed in January for \$194,000.

VI Student Recruitment

- a. Ms. Andrea Williams, Enrollment and Parent Engagement Specialist was introduced to the board. She provided the following update to the board:
 - i. The marketing materials were almost complete and were with the design team for final edits.
 - ii. NursesMC-CR social media campaign (Facebook) was now active.
 - iii. The student recruitment application was almost finished and was awaiting approval form SUNY CSI. Once the approval was received, the application would be posted to the school's website in several languages.

VII. Executive Session

On motion by Ms. Deborah Elliott, seconded by Mr. Joseph Porter, the board unanimously voted to move into executive session to discuss real estate related matters.

VIII. Discussion/vote on 2023 Board meeting schedule

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

IX. Adjournment

On motion of Dr. Brenda Robertson, seconded by Ms. Deborah Elliott, the board unanimously voted to adjourn at 8:08 pm.