



Nurses Middle College Charter High School – Capital Region
Board of Trustees
Meeting Minutes
November 28, 2022, 6:30 PM
200 Henry Johnston Blvd, Albany, NY 12210

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

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

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

In attendance -Pamela McCue, CEO, NursesMC, Jan Zadoorian, NursesMC-CR

I. Call to Order

The meeting started at 6:32 pm. A quorum was established.

II. Discussion/vote to approve meeting minutes of September 26, 2022

On motion by Mr. Joseph Porter, seconded by Dr. Mark Little, the board unanimously voted to approve the meeting minutes of September 26, 2022.

III. Financial Report

Ms. Leslie Roper-Thomas (CFO) presented a report of Profit and Loss YTD (October 31, 2022). She informed the board that YTD expenses amounted to \$88,333 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 received approval for CSP funds today, so they hope to receive those funds within the next 30 days.

Dr. Pam McCue informed the board that in NY, a school can over enroll up to 20% and invoice for that amount. NursesCR capped year 1 enrollment at 130 students but will over enroll as allowed to a total of 156 students.

Ms. Deb Elliott informed the board that additional fees were noticed on the school's bank account. It was determined that the wrong type of account was opened; it will be changed to a non-profit account this week and fees refunded.

Ms. Elliott mentioned that she was currently working on financial policies with Dr. McCue.

IV. CMO Updates

a. Facility.

Dr. Pam McCue informed the board that she had given the financials for NursesMC and RINI, the proposed budget and the architectural design to the owner of the Albany building that they have been pursuing. It has been almost 2 weeks since she has heard from him, so Dr. McCue stated she was also looking at other options in the city. All members of the Board agreed that it is wise to have a "Plan B" and to actively pursue all other opportunities.

b. Fundraising

Dr. Mark Little and Dr. Susan Birkhead informed the board that they had a very beneficial meeting with a local foundation. This foundation will be connecting them with funders for specific needs (i.e., make facility handicap accessible). Dr. Susan Birkhead informed the board that she had an upcoming meeting with a member of the health department to see what funds may be available for the school.

Dr. Pam McCue handed a check to Ms. Deb Elliott for \$500 which was given to Dr. McCue for a recent speaking engagement.

c. Student Recruitment

Mr. Jan Zadoorian informed the board that he was fully participating in interviews with NursesMC for the position of Enrollment and Family Engagement Coordinator. He stated that this was the next priority position to be filled. He also informed the board that NursesMC and he were interviewing local PR firms to assist in these recruitment efforts.

d. Principal Onboarding

Mr. Jan Zadoorian informed the board that it has been an incredible 2 months. He has met with the faculty and students at RINI twice. He attended the principal's conference in Buffalo and took away valuable information as well as contacts from that conference.

V. Open Public Comment

No public comment.

VI. Adjournment

On motion of Dr. Brenda Robinson, seconded by Ms. Deb Elliott, the board unanimously voted to adjourn at 7:29 pm.