

APPROVED



# Forte Preparatory Academy

## Minutes

### Forte Prep Board Meeting

Nov 2023 only

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#### Date and Time

Sunday November 19, 2023 at 1:15 PM

#### Location

- NOV only: 69-26 Cooper Avenue, Glendale NY 11385
- Zoom

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#### Directors Present

C. Padula, F. Lin, K. Mullen, L. Mendez, L. Rodriguez, S. Song, W. Yip

#### Directors Absent

E. Winn, V. Abrams

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#### I. Opening Items

##### A. Call the Meeting to Order

F. Lin called a meeting of the board of directors of Forte Preparatory Academy to order on Sunday Nov 19, 2023 at 1:30 PM.

##### B. Record Attendance

##### C.

## **Approve Minutes**

F. Lin made a motion to approve the minutes from Forte Prep Board Meeting on 10-18-23.

K. Mullen seconded the motion.

The board **VOTED** to approve the motion.

## **II. Finance**

### **A. Finance Review - Monthly Actuals**

1. Reviewed Sept 2023 Update (financial dashboards and supporting financial exhibits) by Graham Browne.
2. Ending fund balance is +\$294,899.
3. New slide is on page 11 showing one-time funds vs operating funds and middle/high school vs central.
4. Both actual and projected cash projections on enrollment above SUNY recommendations.
5. Vanessa Ali replaced Leslie Rich at Edtec.

## **III. Development**

### **A. Giving Tuesday - EOY push for donations**

1. Will get social media assets from the FP team to promote raising funds to buy more instruments for the High School band.
2. Will find out from Graham how much funds we need to raise to get goal amount.
3. Will need the board to donate and share on social media to reach our goal.

## **IV. CEO update**

### **A. SY updates; Facilities updates**

1. Need to find solution to notify landlord for renewal (in Feb) vs when the new school will open (in May).
2. Enrollment: 356 middle school students (increased); 98 high school students.
3. Graham is going on parental leave on Dec 27 or so (depending on when baby arrives) for the first 2 months of the year.
4. Contingency plans: Justin Smith will be interim Executive Director while Graham is on leave.
5. Graham will be available for urgent facility help with new high school building plans.
6. Fund Development: New Robinhood Foundation contact.
7. Pitch Deck shared with the board: Raise \$250k/year for the next 3 years to build out our high school.

## **V. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:12 PM.

Respectfully Submitted,  
F. Lin