

Nashville Community Education Commission

Meeting Minutes

March 22, 2012

Opening:

The regular meeting of the CEC was called to order at 4:20PM on March 22, 2012 at the Howard School Office Building 1st Floor by Chair Dixon.

Legal Notice:

Chair Dixon

Public comments:

N/A

Present:

Commissioner Dixon
Commissioner Hantel
Commissioner Pickney
Commissioner Ray
Commissioner Goering

Other attendees:

Executive Director
Program Coordinator
AmeriCorps VISTA
Activities Coordinator, Senior Renaissance Center (SRC)
Consultant to the SRC, Center for Non-Profit Management (CNM)

1. Approval of the minutes:

- a. **January 5, 2012**
- b. **January 19, 2012**

Motion was made by Commissioner Pickney, and seconded by Commissioner Ray to approve the minutes of the January 5, 2012 and January 19, 2012 meetings. Unanimous. **Motion carried.**

2. Action items

a. Consideration of the purchase of online registration software

- i. Question: What did the software used by the former McGavock site do as compared to this new software?
Answer: The McGavock software only maintained class roll sheets and stored enrollment data.
- ii. Question: How does this program look online to the user?
Answer: The website will have an interactive catalog feature, from which users can directly link to the course to be added to their purchase. From the purchase

standpoint, it looks much like any online store with a shopping cart, payment method and information selection, and confirmation page.

iii. Question: How does the refund process work?

Answer: The refund process will remain the same.

iv. Question: At the current enrollment, this program will cost \$4.25 per student. Is this program worth that?

Answer: Yes. It is the necessary means to grow the program.

Motion was made by Commissioner Pickney, and seconded by Commissioner Ray to approve the purchase of online registration software as recommended by the Executive Director. Unanimous. **Motion carried.**

3. Closed Session

a. Personnel issue

4. Non-Action items

a. Senior Renaissance Center (SRC) Update

i. Question: Where are the members of the SRC Board?

Answer: It is speculated that the weather detained them.

ii. The CEC affirms that the SRC will not be an entity of CEC as of July 2012.

iii. Question: Does the SRC receive whatever is left over from the \$30,000?

Answer: No. The revenue produced by the SRC has not created a surplus from what has been allocated. From a profit standpoint, when the CEC submitted a budget, the SRC was included in that budget. We were able to consider this when the CEC provided a consultant for the SRC.

iv. Question: Are you saying that the SRC will require additional money to become its own entity?

Answer: Yes.

v. Question: What is it that the SRC will need additional money for? What are you getting started towards?

Answer: The SRC would agree to become its own nonprofit entity.

vi. Question: What can the CEC do to help the SRC make this decision?

Answer: Arrange a meeting with the SRC Board with the consultant and Chair of the CEC.

vii. Question: When is the next SRC Board meeting?

Answer: There is not one currently scheduled.

viii. Question: (to the Activities Coordinator of the SRC) If you had voting power in this organization, what would you vote for?

Answer: That the SRC become its own nonprofit entity.

ix. Question: Did the SRC not sustain itself prior to the reorganization of CEC on donations alone?

Answer: The past does not concern the CEC. The commission can only look back 2 years and must act under those parameters.

x. Question: (to the Consultant, CNM) What would it take for the SRC to file for nonprofit status?

Answer: The SRC would need to file for insurance, open a checking account, create bylaws and a charter, come to an agreement with MNPS, file for a

corporate charter, and create a larger, more diverse board, to include a treasurer who will write checks out of the checking account.

- xi. The SRC must do the following:
 - 1. Make a decision whether to become a nonprofit entity or forge a partnership with another existing organization.
 - 2. Following a decision, iron out the details of what is required to make the decision happen.
 - 3. Focus not on the money of the organization, but the relationships that are the foundation of the organization.

b. Director's Report

- i. Monthly BAR
 - 1. Nothing has changed.
 - 2. Communications is a monthly allocation.
 - 3. Revenues continue to go up.
- ii. Vacation and sick accrual
 - 1. Executive Director is still on maternity leave and will return the first week of May.

Adjournment:

The meeting was adjourned at 5:20PM by Chair Dixon. The next general meeting will be held on May 3rd in the Howard School Office Building 1st Floor.