

**Board of Trustees Meeting – via Zoom
February 24, 2022 MINUTES – Open Session**

Meeting called to order at: 7:07 p.m.

Trustees in attendance: Erin Corcoran; Ansley Covey; Angie Deane; Justin Dunnem, *President*; Annie Geary; Jen LaPrad, *President-Elect*; Jeff Miars, *Treasurer*; Kiara Moore; Rabia Shariff; and Donna Voor, *Secretary*

Staff/Faculty in attendance: Randy Kelly, *Head of School*; Matt Jun, *Director of Finance*; Chad Crabtree, *Director of Development and Recruitment*; Kim Bosworth, *Director of Admissions*; Chris Brach, *IT Coordinator/Technology and Engineering Teacher*

Guests in attendance: n/a

Trustees Absent: Peter Ashley and Matt Champion, *Past-President*

Minutes from the January 27, 2022, Open Session meeting were unanimously approved.

COMMITTEE REPORTS

Committee on Trustees: Moved to Closed Session

Finance Committee: Moved to Closed Session

Facilities/Technology Committee: No Report

Advancement/Marketing Committee: Angie mentioned the committee met this week. Windfall was the main topic of conversation. The goal is for each Trustee to participate in some way. Angie emailed a list of businesses that need contacted for sponsorship/donations.

OLD BUSINESS

- COVID-19 Update – Our protocol document has been updated and is available on the website.
- Strategic Plan – There will be an update at the March Board of Trustees meeting.

NEW BUSINESS

- Spark Page Info – Annie described a Spark Page as a “fancy” email for solicitation or acknowledgement purposes. They can include text, videos, pictures, etc. Notre Dame has a specific template they use. Annie will send an example to the Advancement Committee.
- School Closure Guidelines – TMA does not follow any other specific school system. When inclement weather is forecasted, the Administration is up early to assess the situation using other closings only as a guide. It is decided by 6 a.m. whether to close or remain open.

Motion to adjourn to Closed Session.

Adjourned to Closed Session.

Next meeting: Thursday, March 24, 2022 at 7:00 p.m.