

**Tall Pines STEM Academy Board Meeting Minutes**  
**Meeting Date: February 18, 2020**  
**Location: Tall Pines Campus – Camp Long, Aiken South Carolina**  
**Commencement Time: 4:30 pm**

Presiding: Jobina Wiemer

**1. Meeting Opening:**

- a. Jobina called the meeting to order at 4:33 pm and read the mission. Mandy called roll and a quorum was established.

**2. Meeting Attendance:**

- a. Present:
  - i. Maureen Carrigan, Brad Siedschlag, Patsy Smith, Jobina Wiemer, Mandy Sims, Russell Stillinger, Tim Meesseman, Tara Heuberger, Tim Behling (arrived at 5:20pm), Michelle Lorio
- b. Absent:
  - i. Bridget Coleman
- c. Public members:
  - i. None

**3. Matters for Decision:**

- a. Future meeting dates were agreed upon.
- b. Approval of Minutes:
  - i. The January minutes were reviewed. Monthly financials were edited to add note about additional steps to be discussed in February. A motion was made by Russell to approve the minutes for January and seconded by Maureen for approval.
- c. Monthly Financials:
  - i. Financials for January 2020
    - Jobina questions the contract services large amount. It was clarified to be Clemson University
    - Some numbers were circled to bring awareness
    - Payment to Mastercard for \$5586 and \$1200 were unknown
      - Charges like this can be for anything from field trips to background checks, so Jobina requested a more detailed report so we know how large amount of money are spent
    - A motion was made by Russell to approve financials and seconded by Mandy.
- d. Adjourn to Executive Session:
  - i. Mandy motioned to adjourn to Executive Session. Seconded by Russell.
  - ii. Russel motioned to return from Executive Session. Seconded by Mandy.

#### 4. Matters for Discussion

- a. Finance Committee Updates:
  - i. No updates from Dr. Carrigan
  - ii. Jobina asked Patsy about the financial discrepancy, and she replied that it isn't something the auditor is obligated to report (it is not considered a finding)
- b. Sub-committee development:
  - i. Our bylaws are not up-to-date.
    - We created a golf cart policy, but there is no place to put it into the bylaws. Same with lottery, safety, etc. procedures.
    - Jobina suggested we have a bylaw committee and procedures committee to review with Clemson.
    - We should post non-sensitive procedures on the website for staff, family, employees, and board members. Another option is Google Docs with invite-only view rights.
  - ii. Michelle suggested we have an exit survey for those who tour the school. It would be beneficial to know why or why not someone wants to apply.

#### 5. Matters of Noting:

- a. School/Principal's Update (Brad)
  - i. Last Tuesday (February 11<sup>th</sup>), we had a fun event with Keyatta Priester
    - Made a commercial
    - Brad made a speech
    - Toured kids around
    - Got some good publicity
  - ii. Washington DC is next month
  - iii. Camps are coming up soon
  - iv. Science fair is over next
  - v. Spring Break with testing soon after
  - vi. 99 applicants for lottery (96 spots available)

#### 6. Meeting Finalization:

- a. Review actions to be taken:
  - i. Brad will check with Kim to get detailed credit card reports
  - ii. Jobina to make statement about conflicts of interest
  - iii. Jobina to look into previous board applications
  - iv. Patsy to get copy of contract with Clemson
  - v. Patsy to compile procedures for central database
- b. Next Meeting:
  - i. March 17, 2020 at 4:30 pm
- c. Comments:
  - i. None
- d. Meeting close:
  - i. It was moved by Tim M to adjourn the meeting. It was seconded by Tara and approved. Meeting was adjourned at 5:36 pm.