

READ FOUNDATION

Memphis School of Excellence

Board of Directors

Regular Board Meeting

Date :Saturday, December 14, 2024

Time :12:00 PM

Location :Read Foundation Central Office, 8364 Macon Rd, Cordova, TN 38018

Join Zoom Meeting: (Same for all meetings)

<https://zoom.us/j/5931511364?pwd=SEVCQ25wZ3IRSEVTTFlibXd6TnY1Zz09>

Meeting ID: 593 151 1364 Passcode: 2nBXKX

Public Comments may be submitted to info@readfoundationus.org 24 hours before the meeting date.

MINUTES

1. **Welcome and call to order.**

These are the minutes of the board of directors of the Read Foundation (referred to as "Foundation"), a non-profit corporation. This meeting was held on at noon at 8364 Macon Rd, Cordova, TN, 38018, in the Meeting Room.

2. **Special Recognition of the Mendenhall Drama Club**

3. **Attendance and quorum**

The following members of the board were

Non-voting members:...**Present:** Dr. David Akdemir, Dr. Cem Akkus, Veda Cherry, Patty Farmer, Dr. Ismail Fidan, Dr. Richard Potts. Dr.Akdemir and Dr.Akkus are attending via zoom.

4. **Public Comments**

The Board has allocated 10 minutes for public comment. Speakers were allocated 2 minutes to speak. There was no public comments

5. **Director's report**

The Executive Director provided his report to the board.

6. **Approval of the previous meeting minutes (July 13th, 2024)**

It is recommended that the Read Foundation board approves the previous meeting minutes from the July 13th, 2024.

Motion: Cherry

Second: Fidan

Roll Call:

Akdemir: Aye
Akkus: Aye
Cherry: Aye
Farmer: Aye
Fidan: Aye
Potts: Aye

- A. **Previously approved items via email**
- B. **The AFR**
- C. **Resolution for expansion amendment previously voted on and approved via email.**

7. **Approval of the policy updates and changes**

It is recommended that the Read Foundation board approves the policy updates and changes outlined in agenda items 7.A-7.I.

Motion: Cherry

Second: Fidan

Roll Call:

Akdemir: Aye
Akkus: Aye
Cherry: Aye
Farmer: Aye
Fidan: Aye
Potts: Aye

- A. **CARE (Alumni) program**
- B. **RF Student Clubs, Activities, and Organizations policy**
- C. **RF Student Enrollment and Lottery Policy updates**

- D. **Internal Control manual updates**
- E. **Investment Policy updates**
- F. **Travel and Expense Reimbursement Policy**
- G. **Records Request Policy and Form**
- H. **Redaction of Confidential Information from Public Records Policy**
- I. **Duties of Board Members. Officers, and New Member Orientation**

8. **Approval of awarding of purchases and contracts**

It is recommended that the Read Foundation board approves awarding of purchases and contracts outlined in agenda items 8.A - 8.F.

Motion: Cherry

Second: Fidan

Roll Call:

Akdemir: Aye
Akkus: Aye
Cherry: Aye
Farmer: Aye
Fidan: Aye
Potts: Aye

- A. **Amergis service agreement**
- B. **Educate Now Partnership Agreement**
- C. **Authorizing the Executive Director to sign TFA agreement**
- D. **Updated health insurance service agreement**
- E. **Relay Service agreement extension**
- F. **Student recruitment flyer printing/mailing vendor**

9. **Approval of the 2025 Board Meeting Calendar**

It is recommended that the Read Foundation board approves the 2025 Board Meeting Calendar.

Motion: Farmer

Second: Cherry

Roll Call:

Akdemir: Aye
Akkus: Aye
Cherry: Aye
Farmer: Aye

Fidan: Aye

Potts: Aye

10. **Approval of the one-time bonus**

It is recommended that the Read Foundation board approves the one-time bonus.

Motion: Cherry

Second: Akdemir

Roll Call:

Akdemir: Aye

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

11. **Discussion of the financial audit reports and Form 990**

12. **Discussion of the strategic plan progress**

13. **Discussion of the Code of Ethics Policy completion**

14. **Discussion of the Board Training completion**

15. **Closing remarks and adjournment**

On a motion duly made and seconded, by a vote of 6 in favor, 0 opposed, and 0 abstaining, the Board of Directors voted to adjourn the meeting at p.m.

It is recommended that the Read Foundation board approves to adjourn

December 14th's board meeting at 1:51 pm..

Motion: Fidan

Second: Farmer

Roll Call:

Akdemir: Aye

Akkus: Aye

Cherry: Aye

Farmer: Aye

Fidan: Aye

Potts: Aye

Dr. Richard Potts, President