

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