



*Educating the next generation of lawyers and leaders*

### **Board of Director Meeting Minutes**

A meeting of the Board of Directors (the “Board”) of Legal Prep Charter Academies (“Legal Prep”) was held at 12:00 pm on October 20, 2022 at Legal Prep and via Zoom.

The following members of the Board were present:

Sam Finkelstein, (ex officio), Laura Miller (ex officio), Brandan Barrett, Paul Chada, Bill Hardin, Mark DeMonte, Ryan Dunigan, Heather Fine, Tom LaFrance, Walter Pryor, Oscar Romero, Bryan Westhoff, and Elie Zenner

Jason Brown, Crystal McCune, Wendy Friedman, Jose Isasi, Kristopher Keys, Rather Stanton, David Susler, Cristel Turner, and Greg Wu were notified absences.

#### **Minutes of the Previous Meeting**

The Board

VOTED (unanimous):

To approve the draft minutes of the Board meeting from August 19, 2022 in the form previously circulated.

#### **Public Comment**

No public comments were offered.

#### **Finance Committee Report**

Jim Quaid and Harry Fox presented the Audit Report and Statement of Financial Expenses. It was a clean opinion with no major concerns.

The Board

VOTED (unanimous):

To accept the Auditor’s report and Letter to Management.

#### **Executive Committee Report**

Sam Finkelstein provided the Executive Committee update.

**The Law Programs:** The Law Programs are back in person again and it was fabulous! The partners were very helpful in providing details about how to improve the program.

**Litigation Update:** The proceeding is moving slowly in both cases with discovery still open. There are two separate actions, which have been consolidated for discovery purposes only. One case still has a motion to dismiss CPS pending. The motion has been pending for some time, but with a recent change in judges, it is not likely to be decided until later this year.

#### **Board Governance Committee Report**

Sam provided the Board Governance Committee update.



*Educating the next generation of lawyers and leaders*

Reminder: There is mandated annual training required for all new and returning Board member. If Board members have not completed the free trainings, they can find the training for a fee on INCS. The link to the training has been circulated. If you need more information about training requirements, please contact Laura.

Board members should continue to share ideas about adding others to the Board. Sam and Laura are always happy to have conversations. We are thinking about demographics – women and diverse candidates would be key. Interested candidates can also be part of the Associates Board.

### **Associate Board Update**

We are still working to get a new Associate's Board liaison, who likely will be the new Associate Board Chair, Alejandro Ortega. The first Associate Board meeting is set for November 2, 2022 at 5 pm at Legal Prep and by Zoom.

### **Development Committee**

Laura Miller gave the update. There were 52 golfers for the golf outing which generated some revenue. Laura likes the concept of having co-Chairs which helped with attendance and fundraising.

The next activity will be the Annual Appeal. The goal is to get new supporters and provide the Board with means to solicit new contributors. We are trying to move away from a lot of paper material. Legal Prep has a beta site now – a web page for the school. It shows how fundraising makes an impact and gives you the ability to join the fundraising effort. You can join as an individual supporter or you can sign up as a team and get other members to join. Legal Prep is beta testing this, but it would like to roll it out with the Annual Giving Day at the end of November. It would be terrific if some board members can test the site. The link to the site has been circulated. If you would like more information, please contact Laura

Legal Prep is working on Eat. Drink. Give. and the honoree will be announced soon. The goal is to market the event sooner than in past years. The date is May 18, 2023 at Marshall's Landing (same location as last year).

### **Other Matters**

There was a general discussion on how things are going at the school. The freshman enrollment has hit the exact target. There is space for 90 students, and currently there are 87 students. This is 25% larger than the freshman class the year before.

There are still a couple of staff positions open. This has been the biggest challenge of the year.

We discussed Board members bringing in lunch and breakfast for the staff to keep morale high. Sam and Laura will distribute a sign-up sheet.

Laura asked if Board members would have their companies/firms' marketing or business development groups follow Legal Prep on LinkedIn and share content. Board members should also follow and share LinkedIn content. We want to keep visibility of the school high.



*Educating the next generation of lawyers and leaders*

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:55pm.

Respectfully Submitted,

*/s/ Heather Fine*

Heather Fine