

Cornerstone Chartered Public School

Board of Trustees

Emergency Meeting Minutes



DATE:	TIME	LOCATION	
October 2nd, 2025	4:30 PM	120 E. Thetford Rd, Lyme, NH/Remote	
CALL TO ORDER Done at 4:31 by Adam	TIME	NAME	
	4:31 PM	Adam Bristol	
ROLL CALL : BOARD MEMBERS PRESENT WITH ROLES (Note remote participation with reason)			
Adam Bristol, Chair (remote- NH)	Lynne Howard, Executive Director (remote- NH)	Lindsay Wadleigh, Secretary (remote- NH)	Alex DesRuisseaux (remote - Dover, NH)
Hollace Bristol (remote - CT)			
BOARD MEMBERS ABSENT (Excused or unexcused), everyone is present, dialed in remotely, and attended alone			
Maura Hart	Frank Perotti, Vice Chair	Paul Benedict (remote - location)	Rebecca Owens, Treasurer
GUESTS OR STAFF PRESENT (with titles)			
N/A			
APPROVAL OF PRIOR MINUTES			
Date of prior meeting: N/A		Motion to approve by:	
Seconded by:		Vote result: (0) Yes (0) No - Motion Passed	
MEETING MINUTES			
STATEMENT OF EMERGENCY - Chair's Statement Declaring Emergency (RSA 91-A:2) - The Chair declares that an emergency exists requiring immediate Board action to approve a grant writer/consultant, adopt a Gift Acceptance Policy, and authorize use of The Giving Block for non-cash donations, and review/approve subcontractor contracts. These approvals are urgent to secure fundraising capacity and donor platforms in advance of facility renovation needs and upcoming national giving opportunities (DAF Day, October 9, and Giving Tuesday, December 2, 2025).Adam: we have to act now and can not wait for the next board meeting for approval - Lynne: Mentioning w/Action items that Paul is resigning from the board due to another item he just started. We are looking for another 1 board member. - We do have a quorum today where we now have 7 trustees, so 4 is considered a quorum.			
NEW BUSINESS - Engagement of Grant Writer/Consultant - The Fundraising & Development Committee reviewed multiple grant writer proposals (see meeting materials). Lynne presented the completed rubric for Health Resources in Action (HRIA), highlighting their			

strong alignment with Cornerstone's goals and current needs.

- Rick and Lynne attended the meeting with HRIA. While pricing among candidates was comparable, alignment with organizational priorities was the primary factor in the committee's recommendation.
 - **Motion:** *to approve the engagement of Health Resources in Action as grant writer/consultant to support urgent fundraising capacity for Cornerstone.*
 - 1st by Adam, 2nd by Hollace.
 - **Discussion:** Tal and Casey at NH ED were supportive of us going forward aggressively with fundraising, grant writing, and marketing. They wish more charters did this from the beginning versus being an after thought. Feeling optimistic as we are off in the right direction with this.
 - **Vote:** Motion carries unanimously, 4-0

- **Adoption of Gift Acceptance Policy**

- The policy provides guidance on how Cornerstone will handle gifts and establish clear decision-making criteria.
- Rick supplied a template, which Lynne adapted to fit Cornerstone's needs. The policy outlines the types of gifts the organization may accept, including many non-cash gifts. Since larger contributions (e.g., cryptocurrency) are often non-cash, the policy helps ensure readiness for these opportunities.
- The policy was reviewed section by section, with Lynne explaining key decisions- such as categories of non-cash gifts, which donations can be accepted without board approval, and how gifts are allocated within the fiscal year based on organizational priorities.
- Hollace suggested creating a gift registry of in-kind needs (e.g., furniture), allowing donors to contribute items of high priority from an accessible list.
 - **Motion:** *to adopt the Gift Acceptance Policy to ensure compliance with federal regulations and best practices for nonprofit fundraising.*
 - 1st by Lindsay, 2nd by Alex
 - **Discussion:** N/A
 - **Vote:** Motion carries unanimously, 4-0

- **Approval of The Giving Block as Non-Cash Donation Platform**

- The Giving Block enables individuals to donate stocks, cryptocurrency, and donor-advised funds directly. Participation would increase Cornerstone's visibility to potential donors and allow us to place a donation link on our website.
- The service streamlines the process by handling conversions, evaluations, tax forms, and also provides fundraising strategies, calendars, and promotional support. Thus, it is both a donation platform and a development partner.
- The timing is strategic, as upcoming "days of giving" promoted by The Giving Block could provide added exposure for Cornerstone.
- Lynne reviewed the board memo (in the Gift Acceptance folder). In September, The Giving Block offered a \$2,000 crypto donation to organizations signing up for the Pro package. While it is unclear if that promotion is still available, Adam recommended contacting the organization to inquire about accessing the offer.
 - **Motion:** That the Board approve contracting with The Giving Block Accelerate Pro (\$13,050/year) to enable Cornerstone to accept cryptocurrency, stock, and donor-advised fund gifts, while also securing strategic fundraising consulting and national donor marketplace visibility to aggressively grow our fundraising efforts and to accept \$2K in Bitcoin, if the special offer is still available.
 - 1st by Hollace, 2nd by Lindsay
 - **Discussion:** Thanks to Lynne for all of her work on this.
 - **Vote:** Motion carries unanimously, 4-0

- **Approval of Single Source Procurement – The Giving Block**

- Lynne reviewed multiple vendor options and presented a comparison table (in the meeting folder). The Giving Block was identified as the only provider able to offer the full range of donation options Cornerstone requires.
 - **Motion:** *to approve the procurement of a sole-source vendor under 2 CFR 200.320, as it is the only provider that offers the full range of services, including marketing, fundraising consulting, and*

integrated compliance tools that Cornerstone requires to promote and accept non-cash gifts (cryptocurrency, stocks, and donor advised funds).

- 1st by Hollace, 2nd by Lindsay

■ **Discussion:** N/A

■ **Vote:** Motion carries unanimously, 4-0

● **Approve Contracts for Pre-Opening Leadership and and Assistant Leadership temporary contractor start-up work for quarter four of 2025.**

- Lynne emphasized the importance of clearly distinguishing independent contractors from employees. Both Lynne and Lindsay are serving as pre-opening contractors, not employees.
- The contracts (for Q4 2025) are three-month terms with minor revisions since the committee's last review. Lynne is currently working at 50% of the contracted rate until funding is secured.
- Language updates were made to ensure the contracts reflect contractor roles rather than employee or executive director positions.
- The Executive Director contract is set at \$4,000/month and includes authority to approve contracts under \$10,000, consistent with the procurement policy—ensuring financial decisions can be made without unnecessary delay.
- Lindsay's assistant contract (0.2 FTE, one day per week) mirrors this structure, with adjustments to maintain clear contractor language.

■ **Motion:** *to approve the procurement of a sole-source vendor under 2 CFR 200.320, as it is the only provider that offers the full range of services, including marketing, fundraising consulting, and integrated compliance tools that Cornerstone requires to promote and accept non-cash gifts (cryptocurrency, stocks, and donor advised funds).*

- 1st by Alex, 2nd by Hollace

■ **Discussion:** Discussion about if Lynne is being paid half time, if she will be paid for that time in the future and question of if that made it into the contract (reference made to compensation section).

■ **Vote:** Motion carries 3-1-0 (Lindsay abstained)

- Lynne showed a Cornerstone board resolution that provided extra documentation that consolidated what we voted on today.

ACTION ITEMS:

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ADJOURNMENT TIME: 5:21PM PM

BY WHOM: Adam Second: Hollace

NEXT MEETING DATE: Oct 21, 2025

TIME: 4:00 PM - 5:30 PM

LOCATION: 325 Mt. Support Rd, Lebanon, NH