

SEEM Collaborative Board of Directors Meeting

SEEM Administrative Office

92 Montvale Avenue, Suite 3500

Stoneham, MA. 02180

Tuesday 5/21/19, 9:00 a.m.

AGENDA

- A. Call to Order & Welcome, Dr. Judith Evans
- B. Public Comment
- C. Approval of the Consent Agenda - **Action Needed**
 - General Session Minutes – 4/3/2018
 - Personnel Report
- D. Administrative and Committee Reports
 - a. Executive Directors Report
 - b. Financial Update – Mr. Greg Zammuto – **Action Needed**
 - i. Enrollment Report as of 5/21/2019
 - ii. Revenue and Expense Projections as 5/21/2019
 - iii. YTD Profit & Loss Budget vs. Actual 7/1/2018 through 4/30/2019
- E. New Business
 - a. Request from the City of Melrose to end Beebe Lease Prior to the Expiration Date - **Action Needed**
 - b. Authorization to issue an RFP for space - **Action Needed**
 - c. Authorization to Issue an RFP for a Real Estate Agent - **Action Needed**
 - d. 2019-2020 Board Meeting Dates – **Action Needed**
 - e. Executive Director’s Evaluation –**Action Needed**
 - f. Executive Director’s Contract - **Action Needed**
- F. Other Business Brought Before the Board
- G. Future Meeting Dates and Agenda Items
- H. Adjournment