

## Meeting Minutes for Approval by Written Consent of 2020-2021 Business Insurance Policies

**From:** Tamez, Adriana

**To:** David Corpus; arm2law@yahoo.com; Margaret Dunlap; Sonia Gonzales; MARIA PEREYRA-GONZALEZ (maria.pereyra-gonzalez@bbva.com); Salvador Gill; Joaquin Martinez; Sonia Gonzales

**Cc:** Flores, George; Villarreal, Jessica

**Subject:** Approval by Written Consent of 2020-2021 Business Insurance Policies

**Date:** Monday, October 5, 2020 7:35:51 PM

Good Evening,

In this email, after consultation with our legal counsel and board chair, I am outlining the process to approve business insurance policies for 2020–2021 at the earliest possible time to avoid risk and without having to conduct a meeting requiring physical or virtual presence given everyone’s busy work schedules. The strategy is to have written consent approval by email in accordance with procedures for non-profits in our bylaws and under the Texas Business Organizations Code that will permit us to have valid insurance policies, and at the next regular or special meeting of the Board, approve them for purposes of charter school records. The process is:

- 1) I will send it to each Director an email for written consent authorizing approval of business insurance policies with the specific detail or parameters of the approval;
- 2) the email will allow you to consent to approval, withhold consent, or to take no action;
- 3) Please respond your decision, signed (if possible), and dated;
- 3) the return email should be directed only to me, but all forms will be compiled as part of TCCC’s permanent record and this record will be provided to each Director;  
David Corpus replied “I approve” at 8:26pm  
Anthony Magdaleno replied “I approve” at 8:47pm  
Salvador Gill replied “I approve” at 9:06pm  
Sonia Gonzales replied “I am good with the proposal” at 9:38pm  
Joaquin Martinez replied “Yes” at 9:38pm  
Margaret Dunlap replied “I approve” at 11:16pm

Motion Passed 6-0

- 4) to make written consent part of TCCC’s charter school records, it will be voted upon at the next regular or special meeting of the Board.

Thank you and pardon the inconvenience

Adriana

  
Margarita J. Dunlap, Board Secretary