

Board of Directors Meeting Minutes
Tuesday March 21, 2017 @ 4:45pm
Upper Mississippi Academy (UMA)
426 Osceola Ave. S. - St. Paul, MN 55102

Attendees:

- Harry Adler (Executive Director)
- Amy Elverum (Dean of Students)
- **Lesley Ernst**
- **Krista Hong**
- **Joe Klancher**
- **Chris Mortenson**
- **Adam Schneider**
- **Dan Trockman**
- Christina Wordes (BKDA)

Welcome and Mission & Values Minute

- Attendees shared personal examples of the UMA Mission & Values in action.

Conflict of Interest Declarations

- No Conflict of Interest Declarations were made.

Approval of February Minutes

- Motion to approve February 2017 Minutes - Adam Schneider
- Second - Dan Trockman
- Passed

Finance Committee Report

- Christina explained about required Federal tax form 990, which is viewable by the public, and a donor form which is not public information.
- Guidestar and Schedule O are websites where our form 990 can be viewed by the public.
- Motion to approve form 990 - Joe Klancher
- Second - Krista Hong
- Passed
- Joe Klancher and Christina Wordes explained how next year's budget process will occur, and the timelines for the UMA Board of Directors to review the current and future budgets.
- 2017/18 budget information will be presented in April 2017 to UMA Board. The current 2016-17 budget, to be presented in April 2017 to the UMA Board, will summarize UMA's current financial status.
- 2017/18 budget information will be revised based on enrollment and transportation needs in May 2017.
- Joe Klancher reported that UMA has obtained a line of credit from Western Bank.
- Christina Wordes shared information about when direct deposit of staff paychecks may occur. Chris Mortenson and Joe Klancher will share this information with staff on behalf of the UMA Board.

Facilities Committee Formation

- Chris Mortenson and Joe Klancher attended the first Facilities Committee meeting, and developed a 'UMA Facilities Committee Roles and Responsibilities' document, which

was reviewed and discussed by the UMA Board, with recommendations for edits.

- Discussion occurred on having the Facilities Committee review UMA's current lease contract and discussion also occurred on involvement of the current landlord with the Facilities Committee.
- Motion to form UMA Facilities Committee based on parameters in revised 'UMA Facilities Committee Roles and Responsibilities' document - Dan Trockman
- Second - Joe Klancher
- Passed
- Motion to accept Recommendations as outlined in 'UMA Facilities Committee Roles and Responsibilities' document - Adam Schneider
- Second - Krista Hong
- Passed

Strategic Planning

- Additional statements and actions were added to the working 'Strategic Plan Framework' document in the area of Collaboration. The intention of the UMA Board is to develop goals based on the UMA Mission and Values. It is the responsibility of administration to begin implementing these goals.

Executive Director's Report

- Harry Adler shared the current enrollment data, and the enrollment status for 2017-18.
- Harry shared information about Student, Parent, and Teacher surveys that have been completed or are in process.
- Harry shared information on the budgeting process and staffing and scheduling for the 2017-18 school year. Amy Elverum also shared information on staffing and scheduling for the 2017-18 school year.

Director of Advancement's Report

- Harry shared information on behalf of Abbe Payton (Director of Advancement) about fundraising goals and totals to date, and information about the UMA Gala.

Public Comment

- No public attended

Adjourn

- Motion to adjourn - Lesley Ernst
- Second - Adam Schneider
- Passed
- Meeting adjourned at 6:38 p.m.