

Board of Directors Meeting Minutes
Monday November 20, 2017 @ 4:45 p.m.
Upper Mississippi Academy (UMA)
426 Osceola Ave. S. - St. Paul, MN 55102

Attendees

- Harry Adler (Executive Director)
- Amy Elverum (Associate Director)
- **Lesley Ernst**
- **Jenn Haas**
- **Brian Hanley**
- Theresa Goette (Bergen KDV)
- **Joe Klancher**
- **Chris Mortenson**
- **Adam Schneider**
- **Chris Svensrud**

- **Welcome and Mission & Values Minute**
Attendees shared experiences with the UMA Mission and Values.

Conflict of Interest Declarations

- No conflicts were declared.

Approvals

- Motion to approve November Agenda and October minutes: Adam Schneider
- Second: Joe Klancher
- Motion approved

Summary of Retreat

- Highlights of the board retreat were shared.
- The Board retreat resulted in no actionable items.
- The Strategic Planning Committee will be meeting to move forward.

Finance Committee Report

- October finances were reviewed and found to be on target with the projected budget.
- The audit for last year's budget is in progress.
- Draft audit results are expected to be presented at the December 2017 Finance meeting.
- ADMs remain above plan and should be adjusted in the working budget in January 2018.
- The Finance Committee recommended providing finance training at the January 2018 Board meeting. 30 minutes will be added to the December 2017 Board meeting

(meeting time will be 4:30 - 7:00 pm), and the first 60 minutes will be used for finance training.

Facilities Committee Report

- Highlights of the current lease agreement were shared.
- The Facilities Committee recommended that UMA remain at the current location, extending the lease at the current site for 2018/19 and 2019/20 school years.
- UMA will likely need portables to expand existing space and should request a second year option to reset lease price based on enrollment at this site.
- Discussion was held on authorizing Executive Director and treasurer to negotiate and sign the UMA lease.
- Motion to allow Harry Adler to negotiate and sign the lease: Brian Hanley
- Second: Jenn Haas
- Motion passed

Advancement Rate of Return

- The Board discussed and reviewed the Director of Advancement (DA) position.
- The current DA submitted a resignation in writing on 11/20/2017.
- Next steps - reassess DA position and continue discussion in December 2017 to decide short term (next 2 months - nurture grants/relationships already established) and longer term actions. Chris Mortenson will look at where things are and determine what grants and relationships are possible for us to pursue right now. Harry Adler will investigate restructuring our investment in future development.

Executive Director's Report

- The Board was were given an enrollment, strategic planning outcomes, fundraising, recruitment, and future events update by Harry Adler, Executive Director.

Executive Director (ED) Assessment update

- The Board reviewed the ED Evaluation final draft and will discuss TBD (to be determined) goals and measurements at a future meeting, depending on baseline information.

Public Comment

- No public attended this meeting.

Adjourn

- Motion to adjourn meeting: Adam Schneider
- Second: Brian Hanley
- Meeting adjourned at 6:48 p.m.