

**Board of Directors Meeting Minutes**  
Tuesday December 19, 2017 @ 4:45 p.m.  
Upper Mississippi Academy (UMA)  
426 Osceola Ave. S. - St. Paul, MN 55102

**Attendees**

- Harry Adler (Executive Director)
- John Cairns (Charter School Capital - guest)
- Amy Elverum (Associate Director)
- **Lesley Ernst**
- Casey Frensz (Teacher - guest)
- **Jenn Haas**
- **Brian Hanley**
- Michelle Holland (CliftonLarsonAllen)
- **Krista Hong**
- Theresa Goette (Bergen KDV)
- **Joe Klancher**
- **Chris Mortenson**
- **Adam Schneider**
- **Chris Svensrud**
- **Dan Trockman**

**Teacher Minute**

- Attendees shared anecdotes of teachers who had influenced and impacted their children or them in the past.
- John Cairns of Charter School Capital presented a check for \$1000 to UMA as a result of a contest to write about a favorite a teacher, of which Casey Frensz was one of 10 winners.

**Conflict of Interest Declarations**

- No conflicts of interest were declared.

**Approvals**

- Motion to approve agenda - Joe Klancher
- Second - Adam Schneider
- Motion approved
  
- Motion to approve November 2017 minutes with two amendments - Adam Schneider
- Second - Chris Svensrud
- Motion approved

**Finance Committee Report and Presentation of Audit**

- Joe Klancher and Theresa Goette gave the Finance Committee Report.
- Discussion was held concerning current revenue and expenses and line items.
- Information was shared concerning a fraudulent UMA check that was created and cashed by an unknown person. This issue was reported to police and processes are being put in place to prevent a future occurrence of this.
- Finance training will be conducted at the January 2018 Board meeting.
- Michelle Holland presented the FY17 Audit.
- Discussion was held concerning the FY17 Audit.

- Motion to accept FY17 Audit - Lesley Ernst
- Second - Adam Schneider
- Motion approved

#### **Administrative Structure**

- Harry Adler presented three options for reassigning the advancement/development tasks of the Advancement Position.
- Discussion was held concerning the reassignment of advancement/ development tasks.
- The Board is directing Harry and Amy to redistribute/amend advancement tasks and absorb expenses into the UMA budget.
- The Strategic Planning Committee will make recommendations at the January 2018 Board meeting concerning future steps for the Advancement position.

#### **Executive Director's Report**

- Harry Adler gave a brief Executive Director's Report.

#### **Committee Update**

- Adam Schneider gave an update on the Strategic Planning Committee activities.
- Chris Mortenson gave an update on the Facilities Committee activities.

#### **Closed Meeting for Executive Director Review**

- Tabled until January 2018 Board meeting

#### **Public Comment**

- No public comment was given.

#### **Adjourn**

- Motion to adjourn - Adam Schneider
- Second - Chris Svensrud
- The public portion of the meeting adjourned at 6:46 p.m.