**Board Meeting Minutes**

TRM Minutes

*December 18, 2017 |* Date | 6:20 | *Leah*

In attendance, Lisa, Angela, Rochy, Maritza, Leah, Chris, Naveen

# Approval of Last Meeting Minutes

The minutes read from the Nov. 27th meeting and approved. Motioned Lisa, Second Angela. Motion Carried.

# Board

1. Angela made a motion to bring Maritza Pechan on as a Director on the board, Lisa Seconded. Motion carried.
2. Board Training--3 different areas, governance, finance, employment. All board members need.

· Outline of requirements will be in the board manual.

· Dates and details coming. We will be using the project plan Maritza is creating to help us track and follow.

· Wed January 10th at 4:00 will be our next meeting with David from ACNW to follow-up and stay on track.

1. Board Manual Board Development Plan: We need it for onboarding new board members.

· Angela will start process to get something to work with and send out to the rest of the board.

1. Policies- We need to get a plan in place for creating and reviewing all school general policies

· Discussed a plan is to get assistance from other schools. Angela will get a list from Swan River, and Leah get from David a list of what we need, and ask for copies of other boards that we can share.

· Our target date for information gathered by the next board meeting,

· A working group will meet outside of board to discuss, and report back at the next board meeting, Leah, Lisa, and Maritza, copying Rocky for input. Lisa motioned to have the subcommittee convene, Rocky seconded, Motion carried.

· Discussion of a nepotism policy took place, we have one as a board. As an employee policy, it will be part of general policies.

1. Governance Calendar- Leah is contacting David for more clarification.

# Budget/Financing

* Financing- CSP Grant- Joe’s Update: Window for Application will be in January; Randi will be doing the grant writing
* Financial reporting and submissions,

· DUNS #- Leah update not complete, Leah working on it.

· UFARS software- discussion about if it is purchased, but Joe has it so it’s part of his service if we use him. We will not need to buy separately.

· Discussion of future needs for financial services and the need to bid service out or hire.

* Still waiting on the Non-profit Tax ID Number
* Leah will call Dave about Compliance and Reporting:
* Angela- Update on Acct. Balance, same as last month, $790
* Naveen, on corporate donations, waiting for locations in order to approach partner companies.
* Regarding the EB5 Program: Update from Naveen, but we cannot use it immediately because of long time line. Processing time since 2014 has increased to 24 months. If we do this, it will be for the future.
* BUDGET:

· Rocky will work with Joe on two contingency budgets.

# Staff/Teachers

1. Will borrow from other schools for employment practices.

2. MN Stat. 124E.12 Subd, will be in board handbooks Leah will make sure.

3. Insurance: errors and omissions Leah, is taking care of.

4. Compliance and reporting for building school safety requirements for facilities, Naveen and Rocky are familiar.

5. Admissions and enrollment:

Next meeting we will discuss and move on what class sizes, and grade levels we will plan for and outline when lottery may be.

Send ideas for marketing plan to Chris, she will create a marketing plan to get students, Chris will send out by January 2nd.

# New Business

* Rocky- discussed two sites for building, one the old mason building, second site would take $250,000 to get development build out. Ongoing investigation.
* Angela gave a Handke update, we missed Winter, looking at April and forward.

**\*\*\*\*\*\*\*Monday January. 22th, 2017| 6-8 at the Elk River Perkins\*\*\*\*\***

# Motion to Adjourn...

Rocky motioned to adjourn, Lisa Second, Approved.