

MSSPA Board of Directors
August 24, 2010

Present:	Tracy Johnson
Jason Davis	Matthew McFarlane
Rob Thompson	Dale Mahaffy
Alison Miller	Terri Simard
Cassy Schauwitzer	
Barb Wornson	Absent:
Rachel Mollick	Jodi Bland

Call Meeting to Order at: 6:32

Welcome and Introductions

Approval of Agenda: Motion: Cassy, Second: Tracy

Approval of Minutes: Motion: Matt, Second: Rob

Executive Update

Enrollment

- Enrollment is currently at 264 students
- Students generally come from all over the metro, not just one or two particular areas.
- We will anticipate some attrition in the first month.
- Have changed our ADM projection to 225

Finance

Total Net Income \$359,305

- \$79,968 revenue favorability
 - \$108,105 expense favorability
- Projected Ending Fund Balance \$204,670 vs. (154,635 prior fiscal year)

Total Assets: \$485,447

- Cash \$96,820

Total Liabilities

- Accounts payable: \$90,195
- Lease Payable: \$73,369

June Financials- end of fiscal year

Approved budget from June based off of 200 ADM. Will have to revise and re-budget this projection to our current ADM.

July Financials- beginning of the fiscal year

Finance Director Recommendation:

Looked at two companies- BKDA and SBS for financial management services

- Contract with BKDA for financial management services including:
Audit Prep
Financial and management reporting
Payroll and Accounting
- Hire a part-time administrative assistant

The total estimated annual cost of the recommendation- \$71k/yr

Proposed “funding” for the recommendation:

- Reallocate funding for proposed financial director role
- Terminate relationship with CERMD C
- Reduce the nurse position
- Increase budgeted expenses

SBS:

Pros: Familiarity, Pricing

Cons: Caliber of professionals/recent turnover, diligence in managing and interpreting financials

BKDA

Pros: Personal, Reporting, Could help with re-establishment of line of credit- which, in turn, could help us with re-sponsorship.

Cons: Cost, which is a concern for some of the board. Are what they are doing for us worth the cost of the service?

Job Responsibilities: Will need to reallocate duties that the nurse would have had initially. Office manager will take on most of these duties, while the financial duties will move to the service.

Need to vote on whether we enter a contract with BKDA and decide how we budget it when we revise the budget.

In favor of entering the contract: Moved: Terri, Second: Rob
Ayes all around.

Staffing

The staffing is changing with the increasing student enrollment. Will be discussed at the board retreat on Saturday.

Authorizer

Barb Wornson, has a connection with McPhail/St. Thomas. They are interested in becoming an authorizer in general, but were worried we don't fit their mission for charters. However, they have decided they could sponsor/authorize an arts school...will keep us updated.

Outreach

Rob Thompson has been working diligently all summer.

This is a new position so therefore needs a projected budget.

All pieces on this budget exist in the school budget except the logo revision.

Healthcare

We are looking at changing our healthcare options. Each staff member has done an online application looking for a better plan. Health Partners has a 15% increase this year.

Facility/Maintenance

There is paint peeling- it is lead paint and there is asbestos present.

Need to have it tested every two years and we need a plan in place.

We are trying to decide how to proceed with this- will have to check with the lease agreement, but this needs to be taken care of immediately.

Board Retreat

This will be on Saturday, August 28. Starts at 1 PM.

Motion to adjourn: Cassy, Second: Tracy

Annual Board Retreat: Saturday, August 28th, 2010

Present:

Jason Davis

Linda Schievelbein

Matt McFarlane

Rob Thompson

Rachel Mollick

Barb Wornson

Dale Mahaffy

Alison Miller

Tracy Johnson

Jodi Bland

Tim Gagnon - ex officio

Guest: BKDA Representative: Mike P.

Absent:

Terri Simard

Cassy Schauwitzer

Call to Order: 1:15 p.m.

BKDA will provide financial support/services to MSSPA:

1. Cash Flow

2. Pay Roll

3. Updated Monthly Financials to the Board

(Also, to provide additional support in getting a line of credit in the future)

Committees:

Marketing:

Linda, Rob, Matt, Jodi, Tim (Barb)

CHAIR: ROB

Infrastructure/Authorizer:

Terri, Cassy, Alison, (Barb)

CHAIR: TERRI

Finance:

Tracy, Jason, Rachel, Dale, (Barb)

CHAIR: JASON

(Data:

Staff Committee)

Motion to use school website as Board of Directors "Public Bulletin Board"

Motion: Linda S. Second: Rob T.

Majority approves.

Follow-up: Insurance Level responsible by the Board?

Follow-up: Update Committee Responsibilities Handout (each committee does their own at next mtg).

Tim Gagnon volunteered to gather information from committees to create a comprehensive "dashboard".

Follow-up: committee choose most important metrics for the board to see.

Follow-up: Student arts data in "student's pursuit of their highest potential". Discuss at Arts Meeting.

Student-based Dashboard Ideas:

AP Data: How many take it & how many offered.

Meets performance objectives? how many are being met?

Special education: IEP and 504's - meeting goals?

Testing data: MCA, ACT, PSAT, NWEA

Attendance data

Link to MDE Report Card

*We should also benchmark against other charter schools AND public schools in the metro.

Enrollment goal for 2011-2012 school year: 20% over previous end of year's ADM

Annual Board Retreat: Saturday, August 28th, 2010

Election of Officers

Motion to vote Cassy Schauwitzer for secretary, Jason Davis for treasurer, Matt McFarlane for Vice President and Linda Schievelbein for President:

Majority Approves.

Staffing Update

Staffing has been updated and will be presented and approved at next board meeting.

Hazardous Materials Update

Notification of Emergency Response Act (Asbestos) will be available on the school website.

Strengths - Opportunities - Opportunities Discussion

- 1. Curriculum** (perception is that our curriculum isn't strong to the average public). We KNOW it's strong, make that known.
- 2. Evaluate programs**
- 3. Make Senior Capstone Experience more meaningful.**
- 4. Technology**
- 5. Facility**
- 6. Transportation**

Parent Communication

1. Message of stability
2. Ask for involvement and contributions

Ways to Communicate

1. Newsletter
2. Website
3. Separate communication - Face to Face Communication. Homecoming??

Ways to involve parents

- By Arts Departments (Music, Theatre, Dance)
- Use PTO

Adjourn: 4:20 p.m.

Follow-up: Insurance Level responsible by the Board?

Follow-up: Update Committee Responsibilities Handout (each committee does their own at next mtg).

Follow-up: committee choose most important metrics for the board to see.

Follow-up: Student arts data in "student's pursuit of their highest potential". Discuss at Arts Meetings.

MSSPA Board of Directors
September 28, 2010

Present:	Linda Schievelbein
Jason Davis	Jodi Bland
Barb Wornson	Rob Thompson
Cassy Schauwitzer	Tracy Johnson
Alison Miller	Terri Simard
Al Bier (Gladwin Insurance)	
Kelly Tousley (PTO rep)	Absent:
Dale Mahaffy	Matt McFarlane
Tim Gagnon	

Call meeting to order: 6:33 PM

Approval of Minutes: Motion: Rob 2nd: Jodi

Approval of Agenda: Adding board training and approval change of signature on checks to agenda. Motion: Rob 2nd: Rachel

Liability Insurance- Al Bier (Gladwin Insurance)

Handouts were given to us about asbestos, lead, and fungi/bacteria liability in coverage policy.

We don't have any protection if anyone makes a claim later on down the road for any of these issues- neither does the church. The cost would be prohibitive.

Most smaller institutions or businesses cannot afford the coverage for such things.

There needs to be an attempt of remediation and maintenance on record.

There has been remediation done for the asbestos, but not for lead, mold, moisture, etc.

Church will ultimately share responsibility in the long run if a claim is ever made.

Moisture behind the walls seems to be a significant factor of the paint peeling. We need to check to see if mold/mildew exists within the walls before we figure out how to fix it.

Since moisture in the walls might be considered structural, we need to check with the church and what their responsibility might be.

One consideration is to have an air quality test done.

Best option is to work together with the church on this one.

FOLLOW UP: Schedule meeting with the church and set up to have an air quality test done.

Approvals:

- Change of check signing to Jason Davis and Barb Wornson- Motion: Rob- 2nd: Tracy- all approved.
- Health Insurance
 - Recommended the HSA plan to the board.
 - There are two plans that are being offered to the staff.

- They are both through Preferred One.
- HAS- \$250 toward policy and \$100 toward HSA
- Other plan with co-pay \$350 toward premium
- Motion for approval: Linda S. 2nd: Cassy All approved

Q-Comp Grant-

We have been approved by the state to begin Q Comp within our school.

The changes that were necessary need to be approved by the board.

Q Comp creates career ladders- Arts Chair, Academic Chair, Mentor Teachers, Year Level Deans, etc.

We need to show a 2% increase in our MCA- Reading test, and not the NWEA- this is a change from the initial increase percentage.

The money will be paid to the teacher retroactively.

Motion to approve changes: Terri, 2nd Tracy. All in favor.

Title I and Title II Grants-

Two grants that Barb is working on that is due Thursday.

These will be for students on kids who are struggling that are not special education.

The focus will be in math since the Q Comp focus is reading.

If we get the application in on time and are approved, the funds will be retroactive for August and September.

Money from the grant needs to be set aside from staff development. (Around 20%)

Motion to approve Title Grants: Cassy 2nd: Rob All approved

Wellness Policy-

FOLLOW UP: Read over and suggest changes.

Authorizer Update-

St. Thomas University is submitting application to become an authorizer. They will know by December.

McNally Smith College of Music has been contacted and they have shown interest.

Which committee should take on the authorizer issue? Perhaps a sub-committee should be created.

FOLLOW UP: Find willing parents that will help the board with this issue.

Board Training-

Need board training within six months of being seated.

Schedule a time/date soon with BKDA for November/December.

Finance-

Meeting time was spent on health insurance options, mostly.

Financials presented are from August- from CRMDC

Things will change as transition to BKDA occurs.

Need to revise the budget and have new templates.

Committee identified some gaps in information flow on the chart.

Cash flow: In decent shape for this month, but need to start to track money better. We should be earning money now according to our budget and student enrollment. The transition to BKDA will happen by October 6th. We could probably begin revising the budget at this time, but this will take a bit longer. BKDA has met with Non Profit Assistance Fund and has added MSSPA to the list of schools that need to establish a line of credit. Chances would be better if we keep it at \$100,000 or less.

Scorecard Metrics-

We will want to know the main drivers: how we are compared to actual budget, cash on hand, ADMs, fundraising, etc.

Marketing and Outreach-

Goals are to define the value proposition, to make sure we are getting the SAME message out to the people, to drive the population, to promote and present world class events, to make the best use of our students to promote our school.

Began looking at grants- it takes a number of years for several grants to come in- High in action with low expectation.

Retention and replacement of graduating class is a primary goal.

Budgeted goal is \$90,000 for fundraising, personal goal \$150,000.

Annual Ask Letter will be revamped- instead create a DVD with students, by the first week of November. Asking for \$50 or 50 dollars of their time (or anything that can be contributed). Will post it on facebook, our webpage, send it home with the students, mail it to past contributors, etc.

Spark the Arts Gala- still very active. It will be tied in with the musical and will be similar to last year with bigger performance. Goal of \$50,000.

There will be a community spark the arts- going to the larger corporations and larger families and have a formal, upscale event.

Facilities-

Need to really consider realities of a new space vs. extending lease with church with renovations.

Student enrollment continues to be a driving factor.

Will be setting up a time to visit McPhail and look into that space.

FOLLOW UP: Barb will type up notes from meeting and send them out.

Tim Gagnon continues to work on the school scorecard- snapshot of where we are.

Motion to adjourn: Rob 2nd: Rachel

Meeting adjourned- 8:28

MSSPA Board of Directors
October 26, 2010

Present:

Matt McFarlane
Linda Schievelbein
Rachel Mollick
Jason Davis
Dale Mahaffy
Rachel Mollick
Jodi Bland
Cassy Schauwitzer

Alison Miller
Barbara Wornson
Terri Simard
Tracy Johnson

Absent:
Rob Thompson
Tim Gagnon

Call meeting to order at 6:35

Approval of Minutes: Motion- Jodi, 2nd Terri

Approval of Agenda: Motion to address change of board meeting. Motion to approve-
Matt, 2nd- Rachel

Administrator Update:

Annual Report has been submitted to the state and the board will need to vote on it at the next meeting.

FOLLOW UP: Barb will send us each a copy.

FOLLOW UP: Check on whether or not we can vote and approve online via email.

Logo decision- two choices- "Main Street School of Performing Arts" will be below MSSPA and the color bar.

Conflict of interest needs to be signed and dated by the close of the evening for all members from last year.

Contract with Hopkins for this year will be signed as well- has been reviewed with the board.

Authorizers-

Barb has been in touch with people who have been approved already by the state- Student Achievement Minnesota (SAM), a single purpose authorizer- they do charge the maximum level under the law.

Volunteers of America (VOA) is another possibility- but they are involved in a lot of stuff. We may not meet all of their qualifications.

We will need a new authorizer by June 30, 2011- which is changed from the original March date.

We should start putting together a letter of intent package to get to several options.

Novation (another single purpose authorizer)- would charge us less than others.
FOLLOW UP: An Authorizer sub-committee needs to be created to start working on all of these leads.
St. Thomas- they should know if they have been approved by the last week in November.

Dracula opens tomorrow- board members are invited to come. Runs until Saturday at Hopkins High School Little Theatre.

Enrollment is at 256 and there is some expectation of changes due to quarter end.

Finance-

Transition to BKDA is still in process.

Positives- stimulus funding and title funding opportunities.

2009-2010 Fiscal year Audit is in progress- and will be basing new budget off of fully audited numbers. Revising will begin in middle November for November or December meeting.

Board training will be December 11th. There will be three sessions for the day and it will be \$25 per board member.

Proposed Analysis of Key Metrics- Monthly Enrollment vs. Target, YTD Actuals vs. Budget, and Projected Cash Balances- Rolling 12 months- each with comments accompanying the information. Maybe add some more visibility into SPED, Fundraising, and also Performance financials.

Line of Credit- institutions are pleased that we have started working with BKDA.

In December we will be in position to reapply to Franklin Bank and Nonprofit Assistance Fund.

Right now, cash flow is not too bad because we are getting the holdback this month and because of student enrollment.

Energy Audit- an idea worth pursuing and seeing cost.

Brenda Kes is here from BKDA with financial information/statements.

Packet included Executive Summary which include key information from the balance sheets- balances, amounts receivable, accounts payable, beginning fund balance, line of credit, statement of revenue and expenditures, supplemental information and 2010-11 Budget.

The fund balance as of now is \$224,109 for the end of the 2009-10 fiscal year based off of unaudited numbers.

Statement of Revenues and Expenditures will include Original/Revised Budget, Working Budget, Year to Date Activity, Balance of Budget and Percent Budget columns.

FOLLOW UP: Need to revisit ADM reported to state and with this how lease will increase with this increase in numbers.

Marketing and Outreach:

3 tier approach-

Tier 1 working on DVD featuring students, will go out with the Ask Letter- \$20-25 donation with a return card.

Tier 2- Spark the Arts Gala tied in with Rocky Horror Show, April 10- same formula as last year. Food with silent and live auction and excerpts of the show. \$125 ticket

Tier 3- Corporate Event- February. Higher end and will build for future years.

New apparel being picked out and sold.

Infrastructure:

Want to shift our focus on the space- building, grounds, future home, lease, expansion, etc.

Asbestos/ mold- not as big an issue as we first thought- we will continue checking into this situation.

Lead paint is also not as bad- need to encapsulate it. Will be getting a scope of work, quote and bids soon.

Focus- really looking at actualities when thinking about space (expansion of church with performance space and looking into new spaces).

Setting up a tour with McPhail building, going to check with church as well- will have more to report for November meeting.

Next board meeting is scheduled for November 23rd- change to November 30th or Monday, November 29th. The change has been made to the 30th.

Motion to adjourn: Jodi, 2nd Cassy

Meeting end: 8:10

MSSPA Board of Directors
November 30, 2010

Present:

Tim Gagnon
Barb Wornson
Jason Davis
Cassy Schauwitzer
Rob Thompson
Rachel Mollick
Matt McFarlane
Dale Mahaffy

Tracy Johnson
Alison Miller
Linda Schievelbein
Brenda Kes

Absent:

Terri Simard
Jodi Bland

Call meeting to order: 6:30 PM

Approval of minutes: Rob, 2nd: Jason

Approval of agenda: Add starting meeting with approval of donations to include in the minutes. Also move Marketing to earlier in the meeting. Motion: Rob, 2nd Dale.

Minutes: Discussion on presentation and inclusive information.

Donations: GiveMN earned ~\$4,000. Parent donation also matched by Medtronics which brings up to ~\$14,000. We have also had several office and school supplies donated.

Executive Update:

Authorizer Update- Still looking at options. New authorizers require report from present or previous authorizer so meeting with Hopkins is being set up.

Audit Update- Audit is nearly finished. Numbers are submitted. Results will probably be presented back to the board in January.

Approval of Annual Report- Approve as amended. Motion: Matt, 2nd Tracy- all approved.

Board Training: Reminder- December 11th

HR Subcommittee Recommendation- looking at the policy handbook.

ADM's are at 245.9 currently. Enrollment discussed. Need to track additions as well as dropped students.

Finance-

Transition to BKDA is basically complete at this point.

Outstanding lease payment from 2008/2009 to church has now been paid.

Discovered outstanding lease payment from 09/10 school year.

Need to revisit the ADM clause in our lease and will owe more in lease payments based on student enrollment.

Currently reporting 245 ADM to the state.

Line of credit will be pursued in January.
Maintenance costs discussed- needs to be revisited with facility/infrastructure committee.

Brenda Kes- BKDA-

We have received about 95% of the holdback from the state.
Numbers are being updated to meet the 245 ADM that is being reported.
Added Federal Education Jobs Funding to the budget.

Marketing:

Focused on fundraising/revenue generation and brand building.
Spark the Arts- silent auction is a focus- will be appealing to board members, teachers, parents and community members. Another focus is company matching.
FOLLOW UP: Board members find at least one item for donation.
Date- Sunday, April 10th in coordination with Rocky Horror Show.
DVD/Ask letter almost complete.
New Spirit Wear is in process of being found and made with new logo.
Info session added for Thursday night.

Facilities:

Visited the old MacPhail- it needs a lot of work.
Lease extension at the church as been readdressed with renovation and addition.

Future meetings- January 3rd meeting in lieu of December meeting.- change to the 4th. All approved.

Motion to adjourn: Linda, 2nd Rob- at 7:59.

MSSPA Board of Directors
January 4, 2011

Present:

Tim Gagnon
Tracy Johnson
Jason Davis
Matt McFarlane
Rob Thompson
Linda Schievelbein
Rachel Mollick

Dale Mahaffy
Alison Miller
Jodi Bland
Absent:
Terri Simard
Cassy Schauwitzer
Barb Wornson

Call meeting to order: 6:41 p.m.

Approval of agenda: Add item to vote on graduation credit requirements. Rob, 2nd Tracy

Approval of minutes: Dale, 2nd Rob

Donations:

Some donations have come in from the DVD distribution and letter and are currently tallying totals from that.

Executive Update:

St. Thomas has been approved as an authorizer.
The audit paperwork arrived at MSSPA today.

Board Training:

No update on a rescheduled date, but we need to attend those sessions soon.

FOLLOW-UP: Contact organization to find a new date (Rob will contact)

Proxy (when director is out):

FOLLOW-UP: Create a clear and public document with chain of command for teaching staff when director is unavailable.

Finance Committee Update:

FOLLOW-UP: Revisit percentages of salary increases with HR committee March/April before 2011-2012 contracts go out.

FOLLOW-UP: Schedule HR committee meeting date.

FOLLOW-UP: Form transportation committee/sub-committee in the spring.

2010-11 **Revised draft** budget revenue: \$2,698,772

(previously approved 2010-11: \$2,137,681)

2010-11 **Revised draft** budget expenses: \$2,347,116

(previously approved 2010-11: \$2,104,468)

Motion to approve: Matt, 2nd Dale

Approval of revised draft budget: All approved.

Marketing and Outreach Committee:

Plan to visually display the following in a scorecard metric:

- Areas of need for each committee
- Student achievement in a metric

1st "tier" letter went out last week before break and DVD's went home with students.

Spark the Arts:

Board members still responsible for two auction items each. Email Jody with your donations.

FOLLOW-UP: Board members bring in two more items from friends and family, etc.

Homeroom teachers will receive a packet of information for gathering and assembling homeroom baskets.

Graduation Credit Change:

Change Mathematics and Science credits requirements to 6 (instead of 8). The state of MN requires 6.

Motion to approve: Linda, Alison 2nd

Approval of Graduation Credit Change: All approved.

Facilities Committee: No Update, are meeting Jan. 20th.

Next Meeting: January 25th, 2011 - 6:30 p.m. - MSSPA

Adjourn: 8:18 p.m.

MSSPA Board of Directors
January 25, 2011

Present:
Barb Wornson
Dale Mahaffy
Cassy Schauwitzer
Rachel Mollick
Rob Thompson
Matt McFarlane
Alison Miller
Tracy Johnson

Terri Simard
Jodi Bland
Brenda Kes-BKDA
Kelly Tousley- PTO
Jim Eichten- MMKR

Absent:
Linda Schievelbein
Jason Davis

Call meeting to order at 6:30 PM

Approval of minutes and agenda: Motion-Tracy, 2nd-Rob

Reviewed YTD donations- will recalculate and present in February.

Vote to approve above motions- All approved.

Audit Report presented to the board.

Annual financial report completed by MMKR, which has been submitted to MDE and the state auditor.

Working with BKDA will benefit this process in the future.

FOLLOW UP: Board approval of depository of funds designation. Annual Meeting scheduled for February, 2011.

General Fund Financial Position Year Ended June 30, 2010: \$228,757

Motion to accept the audit report: Rob, 2nd Terri

Vote to accept the audit report: All Approved

Executive Update:

General Information-

ADM has dropped a bit to 240.55 from 243.

Payroll Schedule Change

Two pay periods where we get paid from MDE that the staff is paid the same day. Need to change payroll to the later date. Vote to approve payroll date change: All approved.

Annual Meeting Information

Annual Meeting will be scheduled for the February, 2011 board meeting.

Authorizer Update

Letter of Intent as been sent to UST.

Also looking at Novation, Quality Innovative Education, Concordia-St. Paul

Facilities Update:

Met with representatives from the church.

Discussed additional space and creating a performance space. There are some options available for additional space, but not specifically performance space.

Committee discussed having another Facility Needs report/investigation done by The Cunningham Group.

If investigation shows we cannot meet our needs in our present location, we will need to begin looking for useable space now.

Board needs to agree on student enrollment goal- multiple factors to consider (programs, building, environment/community, etc.)

Motion to approve hiring the Cunningham Group to do a “space-needs” assessment up to \$3500: Dale, 2nd-Rob

Vote to approve motion: All Approved.

Finance:

December, 2010 Financials

- Cash balance \$163,170
- School has received about 95% of state aid.
- Net income to date \$217,132
- Presented Key Dashboard Metrics focusing on ADM, Variances in Budget and Projected Cash Balances.

Marketing and Outreach:

Dashboard Metrics:

- Will include enrollment, fundraising, marketing efforts, and student/parent satisfaction

Spark the Arts:

- At about \$6-7,000 in value of items so far, homeroom baskets will be done again.

Spirit Wear:

Spirit wear is going to be revamped in an effort to increase profits.

The SPIRIT WEAR with the new logo should be available 3 ways, very soon:

- All items online at the MSSPA website
- Top selling items at performances
- 2x a year will Spirit Wear drives: back-to-school & holiday (order form taken home by students)

Other:

One Act play at Eisenhower at 5:30 and 7:30 this Friday. The competition is Saturday.

Added two No Shames in February and March.

Motion to adjourn: Rachel, 2nd Tracy

Meeting adjourned at 8:15

MSSPA Board of Directors
February 22, 2011
Annual Meeting Minutes

Present:

Barb Wornson
Alison Miller
Matt McFarlane
Rob Thompson
Cassy Schauwitzer
Terri Simard
Tim Gagnon
Rachel Mollick

Dale Mahaffy
Brenda Kes
Jason Davis
Tracy Johnson
Jodi Bland

Absent:
Linda Schievelbein

Call meeting to order at 6:34

Meeting Designation:

Dates and times of 2010-2011 Board of Directors meetings. To be held on the fourth Tuesday of the month, beginning at 6:30 PM-8:00PM. All meetings to be held in the Conference Room at Main Street School of Performing Arts, 1320 Mainstreet, Hopkins, MN 55343.

Motion made by Cassy to accept the meeting dates as listed for the calendar year of 2011.
Seconded by Alison.

All in favor: Motion Passes

Action: Adopted

Designate website as bulletin board for official business and public notice.

Motion made by Rachel to use the MSSPA website, www.msspahs.org, as the bulletin board for posting official business and public notice. Rob seconds the motion

All in favor. Motion Passes

Action: Adopted

Actions pertaining to business operations:

- a. Designation of depositories- Franklin Bank. Dain Rauscher for donations of stock.
- b. Authorization of use facsimile signatures of Director and Treasurer
- c. Authorize director and their designee to perform duties of clerk and treasurer as provided by M.S.123B.14
- d. Authorize Director and BKDA to make electronic transfers of funds.
- e. Authorize director to lease/purchase, and contract for goods and services within the board approved budget including, but not limited to:
 - a. Professional service contracts
 - b. Communication services

c. Consultant services

Motion to approve: Terri. Rob seconds the motion.

All in Favor. Motion Passes

Action: Adopted

Designate August meeting as the approved date of the annual meeting

Moved- Rachel, 2nd Jason

All in favor.

Action: Adopted

Motion to adjourn: Alison, 2nd Rob

All in favor

MSSPA Board of Directors
March 22, 2011

Present:	Rachel Mollick
Cassy Schauwitzer	Dale Mahaffy
Barb Wornson	Jason Davis
Alison Miller	Jodi Bland
Terri Simard	Brenda Kes
Tim Gagnon	Kelly Tousley
Linda Schievelbein	
Rob Thompson	Absent:
Tracy Johnson	Matt McFarlane

Call meeting to order at 6:35

Approval of minutes and agenda: motion: Rob T. 2nd: Jodi

Vote to approve above motions- All Approved

Cunningham Group Summary of Findings

- Preliminary Space Program based off of interviews with staff, students, parents, and alum.
- Developed ideal space based of 350 students- would need about 85,000 sq. ft including a performance space.
- Can use this information as a foundation when looking at facility needs in the future.
- Facilities Committee- will revisit this information and determine what to do next.

Executive Update

Authorizer Update:

- St. Thomas is currently checking on our financials-finance committee will contact them to discuss and clarify any concerns.
- They have addressed show/performance content/choice and how it aligns with mission.
- We should be finding out soon.
- We will continue keeping other options in mind.

Policy Revisions:

Policy for Approval of Play or Musical Policy:

- Question about MAG productions- not necessary to add to policy.
- Motion to approve: Terri, 2nd Cassy
- All in favor. Motion Passed

Procedure for Accepting Donations Policy:

- Add “in kind” and “by credit card or electronic payment” to step 2.
- Motion to approve when edited: Dale, 2nd Jason

All in Favor: Motion Passed

Fund Balance Policy:

Can revisit and change yearly if we would like.

Motion to approve: Tracy, 2nd Cassy

All in Favor: Motion Passed

2011-2012 Calendar:

Motion to approve: Dale, 2nd Rob

All in Favor: Motion Passed

HR Subcommittee Update:

Benchmarking performance reviews, pay scale, etc.

Will create clear documentation of salaries as they are and also benchmark against the market.

Focus on base salaries with an eye toward additional duty/performance pay.

Will create a performance review for the executive director.

Financial Update

Will immediately start implementing information from the recent board training into updates and committee meetings.

Budgeting for 11-12 school year is approaching.

Dashboard:

- **ADMs**- actually at .4 less than the budgeted ADMs.
- Forecasting year end at 240 ADM.
- **Variance Analysis**- an upcoming review of our ADM projection could favorable impact the revenue forecast.
- A closer review of favorable variances has reduced deficit from last month.
- **Cash Balance**- Pursuing credit line.
- Could becoming challenging in July
- QComp payments are now projected for June- will help in July
- **Financial Statements: BKDA**
- Cash Balance of \$143,439
- Accounts payable at \$28,000
- Federal Summary included.

Marketing and Outreach

Spark The Arts

Date and Time...Saturday, April 16th, 5:30 , The Centennial Showboat

Invitations are out.

Mick Sterling 2 hour performance has been added to live auction today.

Should be about 60 silent auction items

Info session on Saturday with and Arts Placement Workshop

Public Comment:

Make sure to include authorizer information in the newsletters.

Follow Up

Jason will follow up with finance reporting/clarification to UST

Linda will make contact with UST

Cassy will look for academic goals

Barb will keep board updated on authorizer communications with UST

Transportation to be added to May Agenda

Recommendations for bonus pay later in the year in addition to salary bump.

Discuss board member voting, term limits, elections etc.

Next meeting is April 26th, 6:30 PM

Meeting adjourned at 8:23

MSSPA Board of Directors
April 26, 2011

Present:	Dale Mahaffy
Rob Thompson	Rachel Mollick
Matthew McFarlane	Jason Davis
Cassy Schauwitzer	Brenda Kes
Alison Miller	
Tim Gagnon	Absent:
Barb Wornson	Jodi Bland
Linda Schievelbein	Tracy Johnson
Terri Simard	

Meeting Called to Order: 6:31

Approval of agenda and minutes: Motion: Terri 2nd: Matt

Motion to approve agenda: remove policy updates Motion: Cassy, 2nd Rob

-All Approved

HR Subcommittee Report

-Goals:

- Rationalizing salaries
- Performance review for Executive Director
- Department budgets

Did a comparison of salary ranges with Hopkins and other Mpls Charters.

Ideas for next year's budget from the Subcommittee:

1. Adjust one out of range salary
2. Incorporate 2% raise
3. Budget stipends for performances
4. Curriculum stipends spread among departments

Executive Update

Line of Credit approved by Nonprofit Assistance

Motion to approve Line of Credit with Nonprofit Assistance Fund for \$100,000:

Rob Thompson, 2nd Terri All in favor. Motion passed.

Authorizer- UST has submitted all paperwork to MDE, now just waiting for a response from MDE.

We will not be paying \$500 fee to Quality Schools as we will no longer seek for them to become our authorizer

New Member Elections- Will be conducted at conferences May 5th. There will be two outgoing staff members (Cassy Schauwitzer, Alison Miller), and one outgoing community member (Terri Simard). Communications about elections needs to go out immediately looking for interested people. Will look specifically for people with backgrounds in marketing, facilities, architecture, law, and finance.

New Enrollment is around 40 kids for the 2011-2012 school year- this is higher than we were last year.

Finance

Actual ADMs are currently 244.3- have adjusted year end ADM.
Revenues are forecasted to be at \$7,000 less than budgeted.
Expenditures are \$14,000 over what is budgeted.
Net Income is 330,000- 21K less than budget
Cash forecast remains the same- challenges in June/July timeframe.
Line of credit will help fund any shortages at that time.
Cash flow increases greatly after July.
Need to approve the 2011-2012 budget by the end of June- hope to have something to present in May.

Follow Up- Report to the board how funds that are intended/designated for specific purposes are spent.

Motion to approve 2% salary increase across the board: Dale, 2nd Matt. All in favor: Motion passed.

Marketing and Outreach

Spark the Arts- rough total is \$20-25,000 raised after expenses. Good attendance, some walk-ins, only 3 cancellations.

Thank you letters to go out soon.

Will send out another donation letter at the end of the year.

Online donations? Will look into a new vendor other than eTapestry.

Will be close to \$90,000 projection in donations.

Will have a recap report about Spark the Arts at May meeting.

Outreach- have maxed out in budget for the year.

Facilities

A sub-committee is going to be formed to revisit the overall strategic plan before we move on with looking for a facility.

Committee would like board input on the strategic plan as it is currently written.

Will present a report at the May meeting of the findings

Barb has been meeting with the church- they will report to us about what needs to be done with the existing facility.

Parishes are most likely going to merge and will happen in the next 3-5 years. St. Joseph's will probably move to another facility.

Upcoming Meetings/Activities

A draft has been started of a performance review for Executive Director- summarize and deliver feedback before May meeting

May meeting- to approve budget and authorizer progress

June meeting- discuss summer retreat in August, perhaps approve budget

August Annual Retreat: Refine strategic plan, facility needs, long-range planning

Suggestion to reschedule May Meeting: Monday, May 23rd instead of Tuesday, the 24th.

Motion to adjourn: Rob, 2nd Cassy-

Meeting adjourned at 8:00 PM

MSSPA Board of Directors
May 23, 2011

Present:	Rachel Mollick
Rob Thompson	Jan Dufault- PTO
Linda Schievelbein	Dale Mahaffy
Matt McFarlane	Jodi Bland
Cassy Schauwitzer	Tim Gagnon
Alison Miller	
Barb Wornson	Absent-
Tracy Johnson	Terri Simard
Brenda Kes	Jason Davis

Meeting Called to Order: 6:30

Approval of agenda and minutes: Motion: Rob, 2nd Matt

Motion to approve agenda: Cassy 2nd: Rob

-All Approved

Donations are not written out, but will be presented at next June meeting.

Executive Update

Authorizer Update

- Press release
- Rubric sample has been reviewed
- Two year contract- needs to be signed by June 30
- Maximum allowable rate

Senior Celebration

- 50/52 graduating seniors
- Senior showcase at the Lab Theatre May 25 and May 26, 7:30
- Senior reception Tuesday, May 31 at HCA, 7:00
- Graduation ceremony Thursday, June 2, 6:30

Enrollment for 2011-2012

- 249 as of right now.
- Probably going to add some staff, but will wait.
- Two more workshops and probably adding an info session.

Transportation

- Still working on it.

Performance Review Update

- Barb and Linda will be meeting later this week to discuss findings.
- Linda will email a summary after the meeting occurs.

Finance

Very similar to last month.

ADM at 244- on target.

Budget Variances-

- Unfavorable in revenue and unfavorable in expenditures.

- That gap will probably get smaller as the year ends.
- However, Fund balance at 24% which is very good compared to 2009 when it was -6.5%.
- Target of 30% fund balance for 2014, but will probably hit that early.

Cash flow-

- Some challenges in June and July- but still projected to be positive.
- Line of credit with Franklin Bank has been signed.

2011-2012 Budget-

Not quite ready to review.

Changes are being made and there is still a question about transportation cost-looking into several options.

Proposals-

- Budgeting for 249 ADM
- Net income around 180K
- Fund balance at end of year could be at 30%- two years early.
- Added a new computer lab.
- Cut back on some guest artists- cut ones that don't fund themselves.
- Will be looking at the fringe benefits
- Built in pay for performances

Filed our 990 and letter back from Attorney General- was approved.

Lease Aid filed and approved.

Budget will be present and approved at June meeting.

Marketing and Outreach

SPARK 2011:

- Raised a total of \$23,522
 - Up \$5,605 over SPARK 2010
 - Slightly under the revised goal of \$27,016 (by \$3,494)
- Key contributors to the slight shortfall to goal:
 1. Movement of the venue (4 times). This made ticket sales and publicity an extreme challenge.
 2. Ticket sales. Sold 115 vs. the goal of 150. Shortfall of \$2,626
 3. Fund-A-Need. Was very successful raising \$7,845, but was \$1,115 under the 2010 F-A-N total of \$8,960.
- The Marketing team will be meeting for a SPARK post-mortem, to provide suggestions for improvements to SPARK 2012.

Other updates

- Email going out for one last "ask" for the year.

Facilities

Met and tightened up the strategic plan.

Will revisit this at the annual retreat with the entire board.

Board Elections

- Elections are on Friday.

- Next year Elections need to be discussed in March so they can happen at April conferences. --Will discuss further at the retreat the process.

Meeting Reminders

- June 21st, next meeting at 6:30.
- No Meeting in July
- August annual meeting/Retreat- no date set, but probably later in the month. Tentatively August 26th at noon. TBD

Motion to adjourn: Dale, 2nd: Cassy

Meeting adjourned at 7:31