

Yinghua Academy

Minutes of March 27, 2006 Board Meeting  
(approved by the board on 4/10/06)

St. Anthony Park Library

Cindy Moeller called the meeting to order at 6:35 PM.

Board Members in Attendance

Zhining Chin, Cindy Moeller, Doug Parish, Kristina Schatz, Michael VanKeulen, Jennifer Yan, Larry Yan

Board Members Not in Attendance

Jennifer Billig (who has submitted her resignation to the board), Danling Cai (traveling in China), Laura Offerdahl Harris (work-related obligations), Margaret Wong (traveling in China)

Guest

John Cairns (attorney)

Ms. Moeller asked for a motion to approve the minutes from the 2/27/06 board meeting as well as the agenda for this meeting. Several board members noted that the 2/27/06 minutes seemed to be an incomplete document. Ms. Moeller said that she would investigate and provide complete minutes of the 2/27/06 board meeting before the 4/10/06 board meeting. Mr. Parish then moved the approval of tonight's agenda. Mr. Van Keulen seconded. The board approved the agenda for tonight's meeting unanimously.

John Cairns – Attorney

Mr. Cairns had been invited to join the meeting to share his thoughts about the lease that Yinghua Academy is currently negotiating and to answer any questions from the board about the lease. He had also offered to review our By-Laws and Articles of Incorporation to see if he had any recommendations for improvement.

The following are some of the points/suggestions he made:

- 1) He advised against getting D&O insurance. Ms. Moeller offered to check with Friends of Ascension to see if having D&O insurance is a requirement.
- 2) He noted that the school is eligible for lease aid for 12 months; and so he advised that our lease run from July 1- June 30. He also noted that the application for lease aid is due on June 1, but he also advised filing a lease aid application as soon as we have signed a lease.
- 3) He made several suggestions about improving our By-Laws. Ms. Moeller will introduce these suggestions when the board reviews the By-Laws and considers making changes, which will be some time in the next few months. He also noted that any changes to the By-Laws must be approved by our sponsor, Friends of Ascension.
- 4) He also advised the board to establish an HR Committee so that they can be the primary group that deals with employee issues.

Board Member Resignation

Ms. Moeller informed the board that Ms. Jennifer Billig has submitted a letter of resignation to the board. In her letter Ms. Billig noted that she would miss at least half of the upcoming board meetings due to traveling for her job. She also noted that she remains "very excited about the opening of Yinghua Academy and will continue to spread the word to interested parents." Ms. Schatz moved that the board accept Ms. Billig's resignation, with regret. Mrs. Chin seconded the motion. The motion was passed unanimously.

### Facilities Update

There was a discussion of the lease currently under negotiation for the building at 1355 Pierce Butler Route in St. Paul. After a general review of the terms of the lease, Mrs. Chin moved that the board approve the lease, pending a few minor changes that were discussed at the board meeting, and forward it to the building's landlord for final approval. Mr. VanKeulen seconded the motion; and the board passed the motion unanimously.

### Human Resources Update

Ms. Moeller distributed information on the four director candidates that we will be interviewing on Saturday, April 15, as well as information about the schedule and location. It is the hope of the board that we will be able to make a decision within a few days after the interviews. The board agreed to have a special meeting on the evening of Monday, April 17, 6:30 PM (location to be determined) for the sole purpose of possibly making a decision about making an offer to one of the candidates.

Ms. Moeller also asked for volunteers to help review all of the resumes received for other positions. Mrs. Chin, Mr. VanKeulen, Mr. Yan, and Ms. Yan offered to be on that committee. Ms. Moeller will contact them to find a time to meet.

### Parent Meeting

There was a discussion about the parent meeting that had been held on Sunday, March 26. This was the first meeting for parents who had submitted applications for their children to be students at Yinghua Academy. About 30-35 parents attended. Ms. Schatz, Mr. Parish (and his wife), Michelle VanKeulen (the wife of board member Mr. VanKeulen), and Ms. Moeller were among the attendees.

The parents expressed a lot of enthusiasm for the school. Most of the discussion was devoted to the topic of recruitment and how interested parents could help recruit. More details about this meeting will be in the minutes for this meeting that Ms. Schatz is preparing.

One of the strongest concerns of parents is whether or not Yinghua Academy will offer a before and after school program. Given the high demand for such a program, and given the board's interest in meeting the needs of parents who are interested in sending their child(ren) to Yinghua Academy, Mr. VanKeulen made a motion that the board commit to providing a before and after school program. Mrs. Chin seconded the motion. The motion passed unanimously. This decision will be communicated to parents, with the note that there are still many details to be worked out including the cost and the exact hours.

Another concern of parents is whether Yinghua Academy will provide full-day kindergarten, either for free or for a fee. The board agreed to discuss this at the next board meeting.

### Finance Update

Mr. Parish provided the board with information about several expenditures. Ms. Schatz moved for approval of these expenditures. Mr. VanKeulen seconded. The motion passed unanimously. Mr. Parish also shared an updated budget model, dated 3/21/06.

Mr. Parish also shared information about workers' compensation insurance and insurance coverage for volunteers and made a recommendation about this coverage. Mr. VanKeulen moved that the board accept Mr. Parish's recommendation that Yinghua Academy purchase both workers' comp insurance and insurance for volunteers; the total cost of these two policies is just less than \$500/year. Mrs. Chin seconded the motion. The board voted unanimously in favor of the motion.

At approximately 8:30PM Ms. Schatz moved for adjournment. Mrs. Chin seconded. The board unanimously passed the motion.