

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Monday, March 26, 2018, 6:00 p.m.

Yinghua Academy Media Center: 1616 Buchanan St NE, Minneapolis, MN 55413

Board Members in Attendance: Lisa Matre (Chair), Amanda Schneider (Treasurer), David Mair (Secretary), Mei Chen, Denny Grubish, Paul Haller, Shu-Mei Lai, Bo Liu, Joel Luedtke, Chris Ziolkowski

Board Members Not in Attendance: Jason Cintorino, Rosemary Lawrence, Jane Steiner

Executive Director in Attendance: Sue Berg

YACA Representative in Attendance: Peter Fontaine

Public in Attendance: Cindy Bursell

I. CALL TO ORDER

Ms. Matre called the meeting to order at 6:04 pm.

II. APPROVALS (3 minutes)

a. 03/26/18 Agenda

There were no additions or changes.

The MOTION by Mr. Grubish to approve the agenda was seconded and passed.

b. 02/26/18 Regular Meeting Minutes

Minor edits were suggested by Ms. Schneider.

The MOTION by Mr. Grubish to approve the minutes as amended was seconded and passed.

III. PUBLIC COMMENT (1 minute)

None.

IV. FINANCE/FACILITIES UPDATE (17 minutes)

Ms. Schneider summarized current financials. The 2017/2018 academic year is 67% complete. Expenditures are at 63% for the year, revenues are at 67%. Fund balance is at 36%.

The Committee is not recommending any changes to the current 2017/2018 budget. The Committee reviewed the first draft of the budget for the 2018/2019 academic year. The Committee asked Mrs. Berg and CLA to develop a plan to spend part of the Fund (04) Balance in the near future. Fund (04) is to be spent in ways that benefit all students and the community. Discussion followed.

a. Form 990 Approval

The 2017 Tax Form 990 has been officially submitted and requires board approval..

The MOTION by Mr. Grubish to approve Form 990 was seconded and passed.

V. PERSONNEL UPDATE (15 minutes)

a. CEO / Executive Director Evaluation Tools

Mr. Ziolkowski presented the Committee's recommended changes to the CEO / Executive Director evaluation tool, as well as the timeline for the evaluation. The survey will go out after the April Board meeting, with the compiled feedback to be presented during the May Board meeting. Discussion followed.

VI. GOVERNANCE UPDATE (13 minutes)

a. Board Election – Candidate Update

Mr. Grubish summarized the upcoming Board Elections. Three of the five board member's whose terms are up intend to run again for the Board. There have not been any new applicants at this time. Mr. Grubish asked Board members to reach out to people who they feel may be interested in serving on the Board. Ms. Matre will send out a recruitment email.

b. Board Member Appointment

Today is the last day of Mr. Grubish's 2nd term on the Board. The Governance Committee has recommended Cindy Bursell take the position vacated by Mr. Grubish. Ms. Bursell is a parent who currently serves on the Finance Committee.

The MOTION by Mr. Luedtke to appoint Ms. Bursell to the Board was seconded and passed.

VII. DEVELOPMENT UPDATE (9 minutes)

Mr. Luedtke presented the results of the Red Envelope Campaign. The school exceeded the goal in dollar amount, though the number of gifts was lower than the previous year. Ms. Schneider pointed out that the new tax law may affect how people donate to Yinghua and other non-profits. Mrs. Berg has begun planning for the proposed additional playground. Discussion followed.

VIII. OTHER ITEMS (25 minutes)

a. Parent and Staff Surveys

Ms. Matre proposed hiring an outside agency to administer the surveys and analyze the results. There would be a cost associated with this, but would reduce Board member time commitment and would provide better expertise. Mr. Luedtke, Dr. Haller, and Ms. Matre volunteered to explore possibilities.

b. 2018-2019 Draft Board Calendar

Ms. Matre presented the proposed Board and Committee meeting calendar for next year. Mrs. Berg expressed concern of having three committee meetings on Thursday evenings due to potential school activity conflicts. Discussion followed.

c. YACA Board Meeting Attendance

Ms. Matre reminded the Board members to attend the YACA Board meetings that they signed up for.

d. Friends of Education Event on May 10th

Ms. Matre notified the Board of the upcoming annual spring dinner, professional development and networking event for Board Members and Executive Directors from Friends of Education Schools. This year it is being hosted by DaVinci Academy of Arts and Science from 6:00-8:00 PM on May 10th. All Board members are invited.

IX. EXECUTIVE DIRECTOR REPORT (19 minutes)

Mrs. Berg presented the most recent Executive Director report. Mrs. Berg and Dr. Lien were in Boston at an international education conference last weekend. Topics at the conference included equity, safety, etc. She also highlighted project-based learning, upcoming report cards, parent-teacher conferences, and school safety. Discussion followed.

X. ADJOURN

The MOTION by Mr. Grubish to adjourn at 7:46 p.m. was seconded and passed.

Minutes drafted by David Mair

Approved by vote of Board on: 4/23/18