

Regular Meeting of the Yinghua Academy School Board

1616 Buchanan Street NE, Minneapolis, MN, Room 201

Monday, February 11, 2013, 6:00 PM

FINAL

Board Members in Attendance: Lou Bender, Walt Graff, Denny Grubish (Treasurer), Ruth Hansen (departed at 7:04 p.m.), Scott Jax, Rosemary Lawrence, Karen Lu (Secretary), Jen Shadowens (Chair), Seth Werner

Board Members not in Attendance: Joel O'Malley

Executive Director in Attendance: Mrs. Sue Berg

YACA Chair not in Attendance: Christopher Brooks

I. CALL TO ORDER

Ms. Shadowens called the meeting to order at 6:10 p.m.

II. APPROVALS

a. 2/11/13 Agenda

Ms. Shadowens added II. Approvals d. 2013-2013 Calendar, II. Approvals e. Change of Law Firm, IV. Operations f. Academic, and V. Communication b. Communicating Values and Beliefs.

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

b. 1/14/13 Minutes

Ms. Shadowens added the unexpected food service inspection at the Kinder Campus.

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

c. Form 990

Mr. Grubish presented IRS Form 990 draft as prepared by KDV. Questions and discussion followed. Mr. Grubish to follow up on FLAP Grant narrative and Mrs. Berg's salary for FY 2012.

The MOTION by Ms. Bender to approve Form 990 as amended, if necessary, was seconded and passed.

d. 2013-2014 School Calendar

Mrs. Berg presented the 2013-2014 School Calendar and noted additional professional development days. Questions and discussion followed.

The MOTION by Mr. Jax to approve the 2013-2014 School Calendar was seconded and passed.

e. Change of Law Firm

Yinghua attorney Amy Mace has left Ratwik Rozsak & Maloney, P.A. to found Rupp, Anderson, Squires & Waldsburger, P.A. Ms. Shadowens recommended the board approve a change of law firm to follow Ms. Mace to her new business.

The MOTION by Dr. Lawrence to approve the change of law firm as noted above was seconded and passed.

III. PUBLIC COMMENT

None.

IV. OPERATIONS

a. Finances

Mr. Grubish presented the January financials (see Board Packet for details). BKDA advised Yinghua to maintain tight control on spending for the remainder of the fiscal year and to offset funds raised by YACA with fundraising expenses, particularly with respect to the bond budget. Questions and discussion followed. BKDA to follow up on the financial implications of the forthcoming Startalk grant.

Ms. Shadowens reported on fundraising activities, including an initial fundraising discussion that included board members, YACA board members, and other members of the Yinghua community; the Kindergarten encore Chinese New Year performance; and the Red Envelope campaign. Ms. Shadowens indicated that she will attend the upcoming YACA meeting to request earlier than historical partial distribution of YACA-raised funds. The board discussed possible Fundraising Committee structures. Questions and discussion followed.

Mr. Grubish presented the Lease Revenue Bonds timetable. Mr. Grubish suggested board use of the file hosting service Dropbox for storage and easy access to board documents since it has worked very well for the collection of due diligence documents. Discussion followed. The board agreed to use of the Dropbox site.

b. Facilities

Mr. Jax provided an update on Facilities Committee work (see Board Packet for details). Mr. Jax indicated that the project team was working on reducing project costs, particularly with respect to the building envelope and mechanical costs. Questions and discussion followed.

c. Enrollment

Ms. Shadowens noted that a mistake was made at the recently held open enrollment lottery. The Governance Committee will review and document lottery procedures for clarity, and provide revised procedures for board approval. Discussion followed.

d. Governance

Ms. Lu provided an update on Governance Committee work (see Board Packet for details). The board discussed the open board seat. Ms. Shadowens to follow up with legal counsel regarding the timing of Mr. Werner's impending resignation due to enrollment of his child at Yinghua. Ms. Lu reviewed the Board Member Skills Matrix and recommended that experience in finance, accounting, and governance (past non-profit boards) be emphasized in recruitment of future board members.

e. Fundraising

See Finances above.

f. Academic

Dr. Lawrence noted that the Academic Committee will now provide quarterly reports to the board as outlined in the Executive Director's Report (see Board Packet for details).

V. COMMUNICATION

a. End of Term 2 Update

Ms. Bender and Ms. Shadowens will draft a letter from the board to be sent out March 18th.

b. Communicating Values and Beliefs

Ms. Bender reported that she, Mr. Hanuman, and Mrs. Berg met to review and hand off the task of communicating values and beliefs to the administration. Discussion followed.

VI. ADJOURN

The MOTION made by Mr. Jax to adjourn at 8:33 p.m. was seconded and passed.

Minutes drafted by Karen Lu, Secretary.

Approved by vote of Board on: March 18th, 2013.