

YINGHUA ACADEMY BOARD OF DIRECTORS

Regular Meeting Minutes

Tuesday, February 18th, 2025, 6:00 p.m.

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

Board Members in Attendance: Colleen Ebinger (Chair), Chris Klisch (Treasurer), Yinglu Zeglin (Secretary), Charles Robinson, Barbara Knott, Paul Haller, Nathan Bode, Paul Landahl, and Ying Zhang

Board Members Not in Attendance: Pamella Stommes, Cindy Moeller, Bryan Huang

Executive Director in Attendance: Dr. Luyi Lien

YACA in Attendance: None

Public in Attendance: Corey Magstadt, Staff Member (left at 6:46 p.m.)

I. CALL TO ORDER

Ms. Ebinger called the meeting to order at 6:05 p.m.

II. APPROVALS (5 minutes)

a. 2/18/2025 Agenda

Ms. Ebinger presented the draft agenda.

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

b. 1/27/2024 Regular Meeting Minutes

Ms. Ebinger presented the minutes of the January Board meeting.

The MOTION by Mr. Haller. to approve the January meeting minutes was seconded and passed. Ms. Zeglin abstained.

c. Leave of absence request

Dr. Lien discussed a 7th grader traveling to China and Taiwan to study at the sister school for two months after spring break. Her family has applied for a leave of absence from spring break through the end of the school year.

The MOTION by Mr. Landahl to approve the leave of absence request was seconded and passed.

III. Fundraising Update and Discussion (35 minutes)

Mr. Corey Magstadt presented the 2024 Fall fundraising report, covering Grandparents Day, Give to the Max Day, and Red Envelope.

- Reviewed the fundraising strategy and future fundraising approaches
- Highlighted major donor cultivation strategies, including one-on-one outreach, strengthening partner relationships, and expanding business outreach.
- Discussed the Red Envelope Campaign and the VIP reception, and
- Announced that an online business directory will soon be available on the Yinghua website.

IV. Google Drive, Dropbox & Board Infrastructure (13 minutes)

Ms. Ebinger raised the topic of the current organization of board document storage locations and discussed the protocols with the board. The board decided to use Google Drive as the designated location for all future committee notes and board information. Mr. Tsai will attend the next board meeting to clarify access and ensure all board members have the necessary permissions.

V. Protocols relating to external funding (30 minutes)

Ms. Ebinger expressed her desire to create a school policy that will govern funding offers from foreign entities and governments. This was in response to an invitation from Dragon Television to pay for Dr. Lien's travel expenses to view the premiere of the documentary The Chinese Puzzle, which features Yinghua Academy and its language immersion program. The board directed Dr. Lien to pay for all expenses through the school's travel budget only. More discussion on this topic will happen at a future meeting.

VI. FINANCE COMMITTEE UPDATE (5 minutes)

Mr. Klisch summarized the current financials, which are 58% complete for the 2024-25 fiscal year. Revenue is at 56% of budget, and expenditures are at 54% of budget. The total net gain across all funds is currently \$84,194. The school currently has 851 students enrolled, and the estimated state receivable for FY24/25 is \$1.4 million.

VII. GOVERNANCE COMMITTEE UPDATE (18 minutes)

- a. Mr. Haller brought the following policies up for their second readings.
 - Policy 418 - Drug-Free Workplace/ Drug-Free School

The MOTION BY Ms. Ebinger to approve Policy 418 - Drug-Free Workplace/ Drug-Free School, was seconded and approved.

- b. The Board discussed the number of upcoming board seats for the spring election. The final decision was to have a total of 13 board seats, with 6 seats open for the spring election.

The MOTION BY Ms. Knott to approve the decision regarding the number of upcoming board seats was seconded and passed.

- c. Review and approve summary of new board member expectations
Ms. Knott presented the draft of the new board member expectations. The board discussed a few edits and finalized it.

The MOTION BY Mr. Landahl to approve the new board member expectations was seconded and passed.

VIII. Executive Director's Report (15 minutes)

Dr. Lien presented:

- The enrollment changes in February
- The assessment projection goals
- Field Trip Transportation Cost Estimates
- Recruitment Efforts
- MOA Yinghua Student Performance
- Highland Park Senior High Shadow Day: 25 students attended

IX. PUBLIC COMMENT (0 minutes)

None

X. ADJOURN (1 minute)

Ms. Ebinger concluded the meeting.

The MOTION by Mr. Haller to adjourn at 8:07 p.m. was seconded and passed.

Minutes drafted by Yinglu Zeglin

Approved by vote of the Board on 03/24/25