

MAIN STREET SCHOOL OF PERFORMING ARTS
BOARD OF DIRECTORS

September 8, 2005
Minutes

Present

Bill Pierro
Karen Charles
Lori Suvalsky
Dave Mahler
Betsy Maloney
Alan Schwartz
Tom Richards
John Montilino
Guest: Pam Young

Absent

Melissa Cohen
Miatta Foluke
Chuck Mogilevsky
Katie Lee
John Schultz

CALL TO ORDER

Meeting was called to order at 7:10 by Bill Pierro

INTRODUCTION

Pam Young from MSSPA new accounting firm introduced

AGENDA REVIEW

Members were given a chance to review the agenda to approve
Dave moved to accept the agenda, Tom 2nd motion; **Vote:** YES – agenda approved with addition
by Karen re: board members – 1 leaving and 1 recommended to join

MINUTES REVIEW

Committee members were given a chance to review and clarify – no questions were raised; Lori
motioned to accept minutes, Tom 2nd motion; **Vote:** YES - unanimously accepted

OLD BUSINESS

Transportation - Busses somewhat disorganized first week of school, Hopkins and TLC
considering changing routes but otherwise system is working well and location of students
attending shows new systems helped enrollment

Enrollment - Currently at 160 – not 165 or even 175 we had thought we had just before school
started

- 4 left this week (3 home school kids and 1 other)
- 11 others – ½ came in June to meeting but didn't show at start of school, others didn't
show since completing application
- Jackie will call & do exit questionnaire
- have agreed to take Louisiana students displaced

Staffing - Going well – new hires up and running and fitting in well

Physical plant

- Had to install speakers in back of building – done today
- Still in need of fume hood in chem lab; overage cost for chem lab was \$30,000, \$9000 of which was for special floor (as we were not initially aware it was needed) – this was not in original budget but had to be installed for safety
- Computers are in & ready, Bill offered to look at re-use center for computer tables

Orientation/Homecoming - PTO planned both – orientation went well. Homecoming picnic underway with some response coming in

Grant writer update - Bill and Karen met with Anne Hadaad yesterday, reviewed contract and plan

- Anne wants to do letter writing campaign again
- Original goal of \$125,000 hard to reach but goal of \$80,000 reachable - \$40,000 from our campaigns
- Goal for musical down somewhat because space now will be \$3000 instead of \$10,000
- Anne prepared prospect list and prioritized
 - Clear Channel underway
 - William Leaf working on Best Buy gift card
 - Betsy asked about companies with matching campaigns
 - Handed out list of family foundations – if board members know anyone at foundations, asked to advocate for school
 - Got 2 checks from Target credit card program – need to keep advertising this to families
 - Dave asked that Jay Kim be updated on these items
 - Karen read letter from Anne requesting board give permission to Karen/Bill/Dave to go forward with grants (signatures) without board approval each time – all approved of this and agreed to grant permission
 - Anne still needs to talk to 2 students and 2 teachers for quotes for aps – Betsy will help with this
 - Karen working to get letters of support from director at MacPhail

Fundraising - Bill said PTO will continue to own fundraising for smaller projects but board is now strong enough to have own fundraising committee – working on in-kind/in-store Target donations, car dealership, letter writing campaign, Ask event

Policies and Procedures Manual - Revision – Chuck working on this with Mike Ayers from MAPS almost done, Tom and Betsy offered to help with this (issues include vacation for 12 month employees); Pam asked about financial policies/procedures – strongly recommended having these

Financial reporting - Dave & Pam: Karen, Dave, Alan & Pam met to discuss; decided needed to provide more info for board

- Pam presented “Charter School Accounting 101”
- Many issues covered including July/Aug spreadsheets, balance sheet, no invoice for rent – need one, bank accts being reconciled on a timely basis, working on cleaning up data to make info much clearer

Marketing - Direct mail went out for 5 mile radius instead of 15 mile radius because of transportation questions (3000 households) – cost \$800. Resulted in few more inquiries & small turnout at info meeting but not clear it was worth investment

- Tom asked about if Stages contract included advertising for students through their mail lists
- Karen and Melissa met with Sarah Parker, reviewed new website; can now apply on-line, e-mail section, PTO section, board section, can donate on line; will be able to update – will have designees from each section w/ access to make changes
- Discussed options for generating more press – ad in MN Monthly, NPR (spring musical), info meetings in Jan, application deadline 3/1, increasing visibility (Betsy suggested trying to get in Fringe Festival, etc.), Care 11 “Whatever Program” will give No Shame dates

PTO Update - Lori: Homecoming – board strongly encouraged to come, packets done for orientation with good responses so far, encouraged board to come to meetings & will ask to present at one in future

NEW BUSINESS

Reviewed Bill’s agenda for meetings for upcoming year

Tom suggested tackling lease amount again – he would like to be involved (Dave updated where this stands)

Dates/times of board meetings discussed – better after the 15th of the month because of budget updates; all agreed to change to 4th Thursday of the month except in November and December – 3rd Thursday those months because of holidays

Miatta’s daughter no longer a student at MSSPA and she will be resigning from board

Karen has recruited Erin Warne (teacher) to be on board; Betsy reviewed Erin’s bio (communications, mediator)

Fundraising committee will get together to start plans for year

ADJOURN: - Dave moved to adjourn meeting; Betsy 2nd motion; **Vote:** All agreed
Bill asked for all to e-mail agenda items to him

Meeting adjourned at 8:45pm

NEXT MEETING: OCTOBER 27, 2005 7PM