

**Advantage Arts Academy
Board of Directors Annual Meeting
Monday, June 19, 2017**



Location: 290 N. Flint Street, Kaysville, UT 84037

In Attendance: Chris Finley, Jodi Hart Wilson, Doug James, Kim Dohrer

Excused: Treion Muller

Others in Attendance: Brandon Fairbanks, Cole Arnold, Kara Finley, Jordan Arnold

The mission of Advantage Arts Academy, in alignment with the Beverley Taylor Sorenson Arts Learning Program, is to effectively increase our students' performance in every subject, as well as improve students' core academic capacity, emotional well-being, arts awareness, and social skills.

MINUTES

12:17 PM – CALL TO ORDER by Jodi Hart Wilson

CONSENT ITEMS

- *Chris Finley made a motion to approve the April 17, 2017 Board Meeting Minutes; Kim Dohrer seconded. Motion passed unanimously.*
- *Chris Finley made a motion to approve the May 8, 2017 Board Meeting Minutes; Kim Dohrer seconded. Motion passed unanimously.*

PUBLIC COMMENT

- No public comment.

TRAINING

- **Open Meetings Act Training**
The Board reviewed the Utah Open Meetings Act presentation, including how motions are made, what constitutes a meeting, how meetings are held and publicly noticed, communication, and the purposes for which closed sessions may be held. All voting and action must take place in an open session and required records are maintained.

DISCUSSION ITEMS

- **Marketing**
An update was provided on the status the schools marketing plans, including the logo suite being built out, the brand identity manual being created, the marketing plan established, and the full website development underway based on the website mapping. The splash page for the website is up and social media sites have been created.

- **Pre-Opening Checklist Update**
The checklists issued by the state and to help with startup were reviewed. The trainings the Board will need to attend starting in August are still pending. The Board will be meeting again with the SCSB office in July.
- **Board Policy Manual**
The draft Board Policy Manual was examined by the Board and each member will take policies associated with their role on the Board to review closely, revise, and present at the upcoming Board Meeting.

VOTING ITEMS

- **2017-2018 Budget**
Cole Arnold reviewed the proposed budget, including the sources of revenue and anticipated expenses for next year. The budget follows the grant and loan applications. *Chris Finley made a motion to approve the 2017-2018 Budget; Doug James seconded. Motion passed unanimously.*
- **Board Member Terms and Elected Officers**
The Board reviewed the initial terms and discussed current officers. *Jodi Hart Wilson made a motion to approve Doug James as the Charter School Board Building Officer and ratify the Board Member Terms and Elected Officers as currently constituted; Chris Finley seconded. Motion passed unanimously.*
Jodi Hart Wilson made a motion for Kim Dohrer to be on the Hiring and Director Evaluation Committee; Chris Finley seconded. Motion passed unanimously.
- **Audit Committee**
The school is required to form an audit committee composed of non-employees based on legislation. The threshold to do a procedural audit was discussed along with engaging an auditor next year. *Kim Dohrer made a motion to approve the Board Chair and Financial Coordinator to serve on the Audit and Finance Committee; Jodi Hart Wilson seconded. Motion passed unanimously.*
- **IRS Form 1023 Charitable Organization Application Signer**
The Board is completing the charitable organization form to become a non-profit. *Jodi Hart Wilson made a motion to approve the IRS Form 1023 Charitable Organization Application and authorize Chris Finley to sign the application; Kim Dohrer seconded. Motion passed unanimously.*
- **Charter Agreement Exhibit A**
The State Charter School Board approved the Charter Agreement and Exhibit A in June. The SCSB will be signing the document and then returning it to the AAA Board to sign. *Chris Finley made a motion to approve the Charter Agreement and Exhibit A; Jodi Hart Wilson seconded. Motion passed unanimously.*
- **Data Confidentiality Addendum**
The Data Confidentiality Addendum will need to be signed by vendors and in combination with any agreements where the party will receive personally identifiable student data. *Kim Dohrer made a motion to approve the Data Confidentiality Addendum and its*

execution with all vendors receiving personally identifiable data; Chris Finley seconded. Motion passed unanimously.

- **Procurement Policy and Purchasing & Disbursement Policy**

The procurement policy outlines the process the school will follow in connection with procuring services, supplies, and equipment. The Purchasing and Disbursement Policy provides a framework for approving purchases and disbursements. The purchasing limits for a start-up year were discussed.

Kim Dohrer made a motion to approve the Procurement Policy and the Purchasing and Disbursement Policy; Jodi Hart Wilson seconded. Motion passed unanimously.

- **Website Agreement Signer**

As the website is developed an agreement will be signed outlining the ownership of content and terms and the Board will need someone to review and sign the agreement. *Jodi Hart Wilson made a motion to approve the Website Agreement and authorize Doug James as the signer; Chris Finley seconded. Motion passed unanimously, Kim Dohrer was ABSENT.*

CALENDARING

- **Next Board Meeting**

Monday, August 7, 2017 at 12:00 PM.

- **Annual Board Meeting Calendar**

Meetings will tentatively be held the first Monday every other month at 12 PM.

ADJOURN

- *Kim Dohrer made a motion to adjourn the Board Meeting; Jodi Hart Wilson seconded. Motion passed unanimously.*

Board Meeting adjourned at 1:10 PM.