



**GCA Board Meeting Redacted Minutes
August 10, 2020
6:30 PM**

*Employee information has been redacted to protect confidentiality.

1. Call to order was made by Board Chair Dan Keiser.
2. Roll Call – Joining in person: Dan Keiser, Leah Latshaw, Head of School Josh Sexton and Consultant Lee Reno. By Zoom: Phill Demarest, Julie Dickson, Mark Law, Brad Pilkington, Woody Rose, and Consulting Director Justina Nadolson. Not attending: Shari Swonger
3. A motion was made by Mark Law, seconded by Leah Latshaw to approve the minutes from the meeting on July 6, 2020. Motion carried unanimously.
4. Board Chair Dan Keiser entered votes from July 6, 2020 meeting into the record:
 - a. A motion to accept and use the institutional documents (Whistleblower, Document Retention, Gift Acceptance Policy, Accountable Reimbursement Policy) was made by Phill Demarest, seconded by Brad Pilkington, and motion passed. Leah Latshaw abstained.
 - b. A motion to accept slate of board members as board officers (Dan Keiser - Chairman, Brad Pilkington - Vice Chairman, Julie Dickson - Secretary, Mark Law - Interim Treasurer and Interim Finance Committee Chair) was made by Woody Rose, seconded by Phill Demarest, motion passed.
 - c. A motion to name individuals as corporate officers (Josh Sexton - President and Treasurer, Jayme Diener - Vice President, and Esther Thacker - Secretary) was made by Dan Keiser, seconded by Phill Demarest, motion passed.
 - d. A motion to authorize Josh Sexton, Dan Keiser, Jayme Diener, Brad Pilkington, and Justina Nadolson as signers on GCA Bank Accounts from July 1, 2020 - June 30, 2021 was made by Phill Demarest, seconded by Woody Rose, motion passed.
 - e. A motion to authorize Lee Reno as a signer to all GCA Bank Accounts only for the month of July 2020 was made by Phill Demarest, seconded by Mark Law, motion passed.
5. There were no email votes to enter into the record.

6. There were no presentations this evening from Student Leadership, Faculty, or Administration.

7. Financial Report and Finance Committee

Financial report—Interim Chair Mark Law

Financials are for period ending June 30, 2020

Cash Review

- Total Cash on hand was \$ **844,154.45**
- We have designated and restricted assets of \$ **466,943.17**
- Leaving us with \$ **377,211.28** of operating cash available

For the Month of June

	Amount	Budget
Income	\$ 13,170.60 (included \$9495 moved from designated)	\$ 20,985.02
Expenses	\$ 67,897.14 + \$9495 capital expense on gym floor	\$ 39,059.57
Net Income	\$ (64,221.54)	\$ (18,074.55)

YTD Summary

	Amount	Budget
Income	\$ 1,495,294.08 (included \$9495 moved from designated)	\$ 1,547,724.00
Expenses	\$ 1,606,412.85 +\$9495 Capital Expense	\$ 1,632,761.00
Net Income	\$ (120,613.77)	\$ (85,037)

Auxiliary Funds

June	YTD
\$ 14,173.86	\$ 220,217.46

8. A motion was made by Mark Law, seconded by Woody Rose, to accept the financial report. Motion carried, Julie Dickson abstained.

9. Finance Committee—Mark Law

- a. Policy changes were recommended for discussion and votes.
 - i. Finance committee recommended that for GCA to take on short term or long-term debt it requires a unanimous "yes" vote from

each board member, not just who is in attendance at any given meeting. Motion by Mark Law to add this change in debt policy and add to the Board Policy Manual as section #2.1.10, seconded by Woody Rose. Motion passed unanimously.

- ii. Finance committee recommended that section #4.4.15 of the Board Policy Manual be amended to read: Accordingly, **without Board approval**, the Head of School shall not: Acquire any short-term debt (12 months or less), long term debt (greater than 12 months) or lines of credit to fund operations or any other purposes.

Motion by Mark Law, seconded by Leah Latshaw and motion carried unanimously to amend the Board Policy Manual #4.4.15 as stated above.

- iii. Finance committee recommended that section #4.4.16 of the Board Policy Manual be amended to read: Accordingly, the Head of School shall not allow budgeting which: Plans for any long-term debt service payments that exceed five percent (5%) of the current approved operating budget.

Motion by Mark Law, seconded by Julie Dickson and motion carried unanimously to amend the Board Policy Manual #4.4.16 as stated above.

- b. These and all Board Policy Manuals will be updated by Josh (or his staff at his direction) and new pages will be distributed monthly to the Board Members.
- c. Technical support – Josh updated the board on tech plan. The Finance Committee Chair has approved the Head of School to proceed with this initiative, per Board Policy Manual.

10. Devotions were given by Phill Demarest - Mathew 5. Jesus' Sermon on the Mount. Phill read the passage as a word of encouragement for everyone and prayed.

11. Education Committee—Brad Pilkington

- a. Welcome Leah Latshaw to the Education Committee

12. Advancement Committee—Mark Law

- a. No Action Items

13. Athletic Committee (Ad Hoc)—Dan Keiser

- a. Athletic Committee Chairs (Dan and Woody) will schedule a meeting to engage Boosters, AD and HOS together.

14. Facilities Committee

- a. No Action Items

15. Board Development Committee

- a. Potential new board member reviewed and discussed. Motion was made by Brad Pilkington, seconded by Mark Law to offer open Seat #3 to April Dusthimer. Motion carried unanimously. Brad will inform April and set up Board Orientation upon her acceptance. Dan, as Board Chair, will appoint her to an appropriate committee.
- b. Reminder from Dan for board members to send him a list of people that Josh should meet.

16. Head of School Transition Committee (Justina to Report)

- a. No Action Items. Will not disband the committee until the end of this calendar year in case there are more needs.

17. Administrator Report - Josh Sexton – Head of School

- a. Technology – Goal is to have 250 chrome books ready for school starting next week.
- b. Staff update
- c. COVID update – Important to maintain team philosophy of helping one another through this.
- d. Enrollment – 225 last Tuesday and added a few more during the week. Today, projected enrollment is 215, mostly due to mask mandate from Governor.
- e. SBA PPP – Finance committee postponed decision.
- f. Back to School kick-off – Monday night. Justina or Dan will present the Cathy Pound Servant Leader award to Gary Haga. Previous Cathy Pound winners invited to attend.
- g. Working on monthly calendar to unify plans and improve communication.
- h. Sports Update – Fall seasons will start.
- i. Winter Sports
- j. Financial aid

18. Old Business

- a. Open Board Meetings – when to resume?

19. New Business

- a. 5th St Gym usage– postpone discussion until next month.

Meeting Adjournment

Respectfully submitted,

Justina Nadolson
Consulting Director