

**ACADEMY FOR INTEGRATED ARTS  
BOARD of DIRECTORS MEETING  
MINUTES**

January 28, 2021

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

This was a virtual meeting held via Zoom.

Present: Emily Brown, Member  
Lynne Brown, Chairman  
Peter Brown, Member  
Linda Edwards, Member (5:00)  
Brad Epsten, Member  
Cara Newell, Treasurer  
Janice Small, Member  
Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director  
Karren Colbert, Principal

**I. CALL TO ORDER AND ROLL CALL**

Lynne Brown called the meeting to order at 4:07

**II. FINANCIAL REPORT**

Cara Newell gave the finance report

**III. CONSENT AGENDA ITEMS**

- Approval of the minutes from the December 10, 2020 meeting
- Approval of the warrant list (check registry and purchasing card record)
- Approval of the financial report

Motion to approve consent agenda: Emily Brown

Second: Peter Brown

Vote: 7-0

**IV. ACTION ITEMS**

- Approval to hire Lacy Cunningham as a part time instructor:  
Motion: Education Committee  
Vote: 7-0
- Approval to pursue charter school renewal with the Missouri Charter Public School Commission and approval to send a letter stating the intent of AFIA to pursue renewal :

Motion: Cara Newell

Second: Janice Small

Vote: 7-0

- Approval of the following designated Title IX roles:  
Arica Miller: investigator  
Karren Colbert: decision maker  
Phoebe Bassue: informal resolution facilitator  
Asha Moore: member of Title IX team

Motion: Emily Brown

Second: Brad Epsten

Vote: 7-0

- Approval of Credit Card Financial Procedures, Policies and Card Holder Agreement, Approval to transfer \$100,000 from Security Bank operating checking account to Commerce Bank money market account:

Motion: Finance Committee

Vote: 7-0

#### **V. EXECUTIVE DIRECTOR'S REPORT**

- Monthly Update-Review of Summary Sheet for the month-Tricia DeGraff (attachment)
- Return to school plan update-Currently there are 81 students coming to the building; on March 3<sup>rd</sup> students through grade 6 may return to AFIA classrooms.

#### **VI. DISCUSSION ITEMS/COMMITTEE REPORTS**

- Education Committee met on January 12<sup>th</sup> (attachment)
- Audit/Finance met on January 20<sup>th</sup> (attachment)
- Governance Committee met on January 20<sup>th</sup> (attachment).

#### **VII. NEW BUSINESS**

None

Motion to adjourn Regular Meeting; Emily Brown

Second: Peter Brown

Vote: 8-0

#### **VIII. EXECUTIVE SESSION**

Motion to enter into Executive Session pursuant to Section 610.021 of the Missouri Sunshine Law to discuss personnel matter: Janice Small

Second: Peter Brown

Roll Call on the motion:

Emily Brown-yes

Lynne Brown-yes

Peter Brown-yes

Linda Edwards-yes

Brad Epsten-yes

Cara Newell-yes

Janice Small-yes

Jennifer Waddell-yes

Discussion of new contract for Executive Director

Motion to adjourn Executive Session: Emily Brown

Second: Jennifer Waddell

Roll Call on Motion:

Emily Brown-yes

Lynne Brown-yes

Peter Brown-yes

Linda Edwards-yes

Brad Epstein-yes

Cara Newell-yes

Janice Small-yes

Jennifer Waddell-yes

Motion to resume Regular Meeting: Cara Newell

Second: Linda Edwards

Vote: 8-0

#### **IX. ADJOURNMENT**

Motion to adjourn: Jennifer Waddell

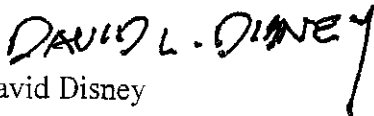
Second: Janice Small

Vote: 8-0

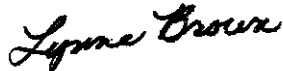
Meeting adjourned at 5:55 p.m.

Next Board Meeting is on February 25, 2021 at 4:00 p.m.

Respectfully submitted,



David Disney  
Secretary



Lynne Brown  
Chairman



**Executive Director's Report**  
**January 27, 2021**

2020 - 2021										
Enrollment as of										
Grade	waitlist	8/25	9/21	10/20	12/7	1/25				
PK	60	13	12	12	12	12				
TK	0	4	3	3	3	3				
K	5	44	45	45	44	44				
1 <sup>st</sup>	24	47	46	46	45	44				
2 <sup>nd</sup>	6	40	39	43	42	42				
3 <sup>rd</sup>	8	43	42	42	42	42				
4 <sup>th</sup>	34	28	28	28	27	27				
5 <sup>th</sup>	30	25	24	24	22	22				
6 <sup>th</sup>	5	20	20	20	20	20				
<b>Total</b>	<b>173</b>	<b>264</b>	<b>259</b>	<b>263</b>	<b>257</b>	<b>256</b>				

**\*We will potentially receive funding for about 10 of our 13 PK students.**

Since December 18, 2020, 1 student has withdrawn.  
 Their reasons for withdrawing are below.

Number	Where	Reason
1	Homeschool	Family wanted a private teacher

**Year to Date Attendance Percentage**

2020 - 2021										
Participation in Virtual Learning										
Grade	9/21	10/20	12/4	1/22						
PK/K	85%	88%	88%	86%						
1 <sup>st</sup>	81%	80%	83%	81%						
2 <sup>nd</sup>	85%	87%	88%	86%						
3 <sup>rd</sup>	82%	83%	85%	85%						
4 <sup>th</sup>	89%	86%	87%	91%						
5 <sup>th</sup>	83%	83%	88%	88%						
6 <sup>th</sup>	93%	92%	91%	92%						
<b>Overall</b>	<b>85%</b>	<b>85%</b>	<b>86%</b>	<b>87%</b>						

Note about this attendance percentage: This percentage takes into account all live sessions. Some classrooms have four live sessions a day, so a student could attend every day, but if they miss one of the sessions, that lowers their participation percentage.

## Current special education enrollment

Grade Level	Number of students with IEPs	Percentage of Students with IEPs
PK/K	0	0%
1st	3	7%
2nd	1	2%
3rd	7	17%
4th	4	14%
5th	1	4%
6th	4	20%
Overall	20	8%

Currently nine students with IEPs are participating in the onsite program. We also have a student who is onsite at an outside placement.

### Onsite programming update

Please see this [document](#) for information related to suspected COVID and actual COVID cases. We have engaged in about ten weeks of COVID testing (PCR tests). We have tested staff at least once a week and have tested students as needed. Thus far, we have had no positive test results.

Currently we have 32 PK/Kindergarten students and 26 first grade students onsite, as well as 25 students participating in our extenuating circumstances program. The students in the extenuating circumstances program include students with IEPs.

With the support of the Return to School Task Force, we are currently working to bring all grades onsite on March 3rd. All families must complete a decision form this week to either opt to return on-site or remain virtual for the remainder of the school year. To learn more, you can read this [letter](#) that we sent to 2nd - 6th grade families.

### Other updates

Please review this [school impact report](#) from Start at Zero.

**AFIA** is deepening our commitment to put our equity vision into action by joining the inaugural **Equity in Schools** cohort for Kansas City schools/districts being led by [Beloved Community](#) and funded by the Kauffman Foundation. We are grateful for this opportunity. Through this work we will engage in the following:

- Conduct an Equity Audit (We originally completed this audit in September, but will take it again as a part of this cohort)
- Develop a multi-year Equity Work Plan
- Engage in professional development to improve our leadership capacity, our understanding of belonging and why it matters for students and staff, reframe our community engagement model, and debias our talent practices.
- Throughout our cohort year, we'll provide regular updates about our learning and seek feedback

The Family Advisory Committee met on January 26th. For more information, please see this flyer: <https://bit.ly/FACJan21>.

Four staff members are attending a virtual professional development, **Creating Gender Inclusive Schools** offered by the Human Rights Campaign on Saturday, January 30th.

Thanks to the Scripps Howard Foundation, KSHB 41 and Scholastic, all AFIA students will receive three free books. Book Distribution is on February 3rd.

**Recruitment Updates for 2021-2022**  
**School App KC Applications**

Grade	12/1	12/8	1/25
PK	9	12	28
TK	1	1	3
K	9	10	26
1st	2	3	7
2nd	3	2	6
3rd	2	3	7
4th	1	1	3
5th	1	1	5
6th	0	0	1
<b>Total</b>	<b>28</b>	<b>33</b>	<b>86</b>

For context, by January 25, 2020 we had 185 applications. We have learned that school applications are down across Kansas City and the nation.

**ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA**

January 12, 2021

4:00 PM

7910 Troost Ave., Kansas City, Missouri

Due to concerns related to COVID-19, the meeting will be held via Zoom. To join the meeting, please type <https://zoom.us> into your web browser. You will be prompted to enter the meeting ID: 914 0148 8947 and the password: Tq2UVa.

**I. CALL TO ORDER**

**II. DISCUSSION ITEMS**

- Assistant teacher hire
- Update on internal assessments and academic dashboard
- Strategic planning next steps
- Staffing for 2021-2022

ACADEMY FOR INTEGRATED ARTS  
EDUCATION COMMITTEE AGENDA

January 12, 2021  
4:00 PM  
7910 Troost Ave., Kansas City, Missouri

Due to concerns related to COVID-19, the meeting was held via Zoom.

Members in attendance: Karren Colbert, Tricia DeGraff, Brad Epsten, Asha Moore, Jennifer Waddell

Meeting Minutes

- I. Meeting was called to order at 4:00 p.m. by Jennifer Waddell
- II. DISCUSSION ITEMS
  - a. Reviewed Assistant Teacher Hire
    - i. Committee agreed to recommend board approval
  - b. Internal Assessments and Academic Dashboard
    - i. Reviewed data from past 5 years
    - ii. Provided updates on current assessments
    - iii. Jennifer shared samples of academic dashboards
      1. Focus on "on track towards goals" (goals are what's in the contract)
      2. Will recommend a 2-3 page report
        - a. First page- clearly state on track for goals or not
        - b. Pages 2-3- more detail of data and what we are doing to meet goals or forward progress
        - c. Proposed- should education committee report come before Executive Director's report?
  - c. Strategic Planning Framework
    - i. Discussed pursuing board approval
  - d. Staffing for 2021-2022
    - i. Discussed need for more certified teachers and assistant teachers
    - ii. Want to move to co-teaching model
      1. Other schools who are showing growth
      2. Need to discuss use of student teachers and other avenues

Meeting adjourned at 5:16 p.m.



ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING  
AGENDA

Wednesday, January 20, 2021  
10:00 a.m.

The meeting will be held via Zoom. To join the meeting, please type <https://zoom.us> into your web browser. You will be prompted to enter the meeting ID: 917 1862 9229 and the password: cqvjE5.

- I. Call to order.
- II. Review of forecast and actual results as of December 31, 2020.  
*To be provided by Rex.*
- III. Review and approval of credit card procedures and credit card holder agreement.  
*Attached.*
- IV. Approval of Draft Goals and Objectives Financial Health section.  
*Attached.*
- V. Preliminary 2021- 2022 budget and staffing considerations  
*High level discussion. No materials at this point.*
- VI. Review of 2021 - 2022 facility needs.  
*Attached is very preliminary draft of our current understanding.*
- VII. Other business.
- VIII. Adjournment.

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

The meeting was held via Zoom. In attendance: Tricia DeGraff, Peter Brown, Paul Greenwood, Rex Rajkumar and Cara Newell

**I. Call to order.**

**II. Review of financial information (Summary below. Detailed to be presented for approval at full Board Meeting).**

Note: due to Thanksgiving holiday full board and Finance Committee do not meet in November. December Finance Committee meeting was held December 2 at which time November financials were not available. As such November and December activity were reviewed at this meeting.

	<b>Dec 31 forecast</b>	<b>Oct 31 forecast</b>	<b>Budget</b>
Revenue	3,566,000	3,538,000	3,675,000
Expense	3,776,000	3,851,000	3,946,000
Net loss	(210,000)	(313,000)	(271,000)
Ending cash	682,000	579,000	621,000
Days of Cash	65	54	57

Revenue: The forecast for local, state, and federal revenue remained steady from October to December.

Expense: The forecast has improved since October due primarily to savings in transportation, janitorial and salary costs. The savings in transportation may continue to increase. We discussed potential additions to staff to support the pressing increased student educational needs because of the pandemic. This may cause salary and/or student direct cost forecast to increase before year end.

Check registers for both November and December were reviewed. All expenditures appear to be in order.

**III. Review and approval of credit card procedures and credit cardholder agreement. (Attached)**

After review, the Committee approved the attached procedures and agreement. The committee will present these to the full board at their next meeting and recommend approval.

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

**IV. Approval of Draft Goals and Objectives Financial Health section.**

The following was approved by Finance Committee subject to the addition of language addressing measurability of objectives.

<b>AFIA Financial Health</b>	
<b>Draft Goal Statement</b>	Improve student learning by ensuring resources are available commensurate with performance expectations.
<b>Draft Board Policy Objectives</b>	<p>Revised by CZN 12/3/2020 (I left old version directly below.)</p> <ul style="list-style-type: none"> <li>-Keep abreast of governmental funding trends and issues and related impact on financial resources. Advocate for fair and adequate educational funding.</li> <li>-Develop longer range financial forecast to better inform short range decisions and strategies. This needs to include fixed assets, plant, and equipment.</li> <li>-Develop strategy for identifying and applying for grants and donations.</li> <li>-Develop short- and long-term human resource needs forecast based on projected enrollment (Leadership, admin, faculty, and staff) to inform financial forecasts.</li> </ul>
<b>Notes</b>	
<b>Action Step</b>	Tricia will share this info with the finance committee and get their feedback (Cara, Peter, and Ed Ops).
<b>Monitoring Plan</b>	Owner: AFIA Executive Director and Finance Committee

**V. Preliminary 2021-2022 budget and staffing considerations.**

Due to the pandemic, many students will need additional educational, social, and emotional support for the remainder of this year and next school year. Meeting these needs is our highest priority. We feel it is urgent to secure necessary qualified human resources as soon as we can. Tricia and Cara will review existing staff and additional staffing requirements in the next two weeks and report back to the Finance Committee regarding implications on related expenses and funding sources.

**VI. Review of 2021-2022 facility needs.**

We reviewed a very preliminary draft of possible enrollment numbers by grade. While more

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

classroom space may be necessary there are too many unknowns at this time to support finishing out any additional space.

**VI. Other business.**

Based on our review of cash balances it will be our recommendation to the full board to move \$100,000 from the Security Bank operating account to the Commerce Bank money market account.

**VII. Adjournment.**

ATTACHMENTS FOLLOW

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

**ATTACHMENT: Credit Card Procedures**

System	Who	What	How often
Credit cards are only used when necessary and another form of payment is impracticable. Only the Executive Director can have a credit card			Currently
Credit Card	Exec Director/ Board Chair	Proposes who should have school credit card. Currently only the Exec Director may have a credit card. The Board Treasurer is strictly prohibited from having credit card.	Annually
Credit Card	Treasurer	Submits credit card application, including credit limit to Finance Committee for review and approval. Credit limit must not exceed Exec Director approval limit of \$10,000. Credit card must be set to expire in 1 year.	Annually
Credit Card	Finance Committee	Presents credit card application to Board for approval.	Annually
Credit Card	Board	Approves credit card application.	Annually
Credit Card	Treasurer	Submits credit card application.	Annually
Credit Card	Treasurer	Obtains signed credit cardholder agreement which expressly prohibits personal use, purchases of gift cards and purchases of alcohol. Issues credit card.	Annually
Credit Card	Card holder	Obtains receipt for all purchases. Note on receipt business purpose of the purchase. On the rare occasion there is no receipt, complete a note documenting the purchase and its business purpose.	As occurs
Credit Card	Card holder	Submits receipt to EdOps.	As occurs
Credit Card	EdOps	Reconciles credit card bill to receipts. Follow up on any missing receipts.	Monthly
Credit Card	Treasurer	Compares credit card invoice to supporting documentation.	Periodically
Credit Card	Board of Directors	Reviews and approves check register which includes listing of each credit card charge.	Monthly
Credit Card		While we have confidence in the integrity of our employees, credit card fraud and hacking pose a frequent threat. As an added control, the Treasurer will receive text alerts directly from the credit card company for every credit card transaction in real time.	As occurs

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

**ACADEMY FOR INTEGRATED ARTS**

Employee Credit Card Policies and Procedures and Cardholder Agreement

**Purpose:**

The purpose of this policy is to communicate to the cardholder responsibilities and requirements for using the school-issued credit card.

**Policies:**

1. The credit card should only be used to charge school-related expenses when issuing a check using the accounts payable process is impracticable.
2. The credit card should be used for approved budget items only.
3. Personal purchases of any type are strictly prohibited.
4. No alcoholic beverages or gift cards may be purchased with the credit card.
5. The credit card may not be used for cash advances.
6. The cardholder is responsible for all charges made to the card. The cardholder will be held liable for any unauthorized items appearing on the credit card statement.
7. The cardholder is required to sign the attached "cardholder agreement" indicating they accept these terms. A cardholder who does not adhere to these policies and procedures risks revocation of their credit card privileges and/or disciplinary action.

**Procedures:**

1. The board of directors, upon recommendation of the Finance Committee, is ultimately responsible for authorizing the use of the credit card and assigning the credit limit.
2. The cardholder must obtain a receipt for all purchases and note business purpose of the purchase on the receipt. On the rare occasion there is no receipt, a note must be completed documenting the purchase and its business purpose.
3. The cardholder must submit receipts to EdOps in a timely manner; at a minimum within 2 weeks of purchase.
4. The cardholder must notify the Treasurer immediately in the event a card is lost or stolen.
5. The credit card is the property of AFIA. A cardholder leaving the employment of AFIA must surrender the credit card to the Treasurer who will then notify the issuing authority to cancel the cardholder's account.

**ACADEMY FOR INTEGRATED ARTS  
FINANCE COMMITTEE MEETING MINUTES**

January 20, 2021

**CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of Visa credit card (last 4 digits here).

I understand that improper use of this card may result in disciplinary action as well as personal liability for improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures of AFIA. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Treasurer upon demand during the period of my employment. I understand that the card is not to be used for personal purchases and that I must provide a receipt, or appropriate documentation if no receipt is available, for every purchase. If the card is used for personal purchases or for purchases for any other entity, or if I fail to provide a receipt of other appropriate documentation substantiating a legitimate business expense in a timely manner, AFIA will be entitled to reimbursement from me of such purchases (through deduction of my paycheck). AFIA shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_  
(Cardholder)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Treasurer)

Date \_\_\_\_\_



MCPSA

*Provided FYI to ensure  
our policies follow MCPSA  
Guidelines*

### Charter School Credit Card Policies

With so much information in the news regarding credit card fraud and privacy violations, MCPSA recommends that each charter school review its current credit card policy for clarity, ensure it provides for adequate controls, and that the school is operating in accordance with the policy.

MCPSA provides the following best practice recommendations regarding charter school credit card policies:

- **Approval by Trustees** – The school's Board of Trustees should formally approve the issuance of school credit cards.
- **Prohibition of Personal Expenditures** – School-issued credit cards are only to be used for school-related purchases, and any personal use is strictly prohibited.
- **Employee Sign Off** – Each employee who is issued a credit card should sign off on the credit card policy before the card is issued.
- **Receipts** – Every purchase should have a receipt or other backup attached and the receipt should state the business purpose of the purchase. Purchases where a receipt was not available or lost should be submitted with a missing receipt form that documents the purchase and its business purpose. This form should be signed by the employee and their supervisor. Use of this form should be rare.
- **Approval by Supervisor** – All employees' monthly credit card bills should be approved by the School Leader or another supervisor. The School Leader/CEO's credit card bill and supporting receipts should be reviewed by a member of the Finance Committee or Board on a random, periodic basis.
- **Reconciliation Process** – The Business Office should reconcile monthly credit card bills to receipts in a timely manner and follow up on any missing receipts.

Credit cards should be used only when necessary and when another form of payment is impracticable. In addition, schools should only issue credit cards to employees who truly need them and should try to keep the number of active credit cards as low as possible. Management should also monitor the line of credit for each card to determine if the amount is appropriate. MCPSA recommends that each Missouri charter school review its credit card policy to ensure that the controls are adequate and that the policy is clear. Each school should also ensure that all credit card holders have signed off on the policy.



<b>AFIA Financial Health</b>	
<b>Draft Goal Statement</b>	Improve student learning by ensuring resources are available commensurate with performance expectations.
<b>Draft Board Policy Objectives</b>	<p>Revised by CZN 12/3/2020 (I left old version directly below.)</p> <ul style="list-style-type: none"> <li>-Keep abreast of governmental funding trends and issues and related impact on financial resources. Advocate for fair and adequate educational funding.</li> <li>-Develop longer range financial forecast to better inform short range decisions and strategies. This needs to include fixed assets, plant and equipment.</li> <li>-Develop strategy for identifying and applying for grants and donations.</li> <li>-Develop short and long term human resource needs forecast based on projected enrollment (Leadership, admin, faculty and staff) to inform financial forecasts.</li> </ul>
<b>Notes</b>	
<b>Action Step</b>	Tricia will share this info with the finance committee and get their feedback (Cara, Peter and Ed Ops).
<b>Monitoring Plan</b>	Owner: AFIA Executive Director and Finance Committee

Below is what was discussed at December meeting.

The Executive Director and Finance Committee shall prepare, for Board approval, an annual budget aligning resources and expenditures to AFIA Goals and Measurable Objectives.

Ensure that the budgeting process meets applicable laws, requirements and guidance of all governing bodies (federal, state, local, DESE) and other stakeholders (such as grantors).

Ensure that all available governmental financial support is accessed and compliance requirements relating to those funds are completed.

Ensure that budgeted fundraising goal is met.

Ensure that expenditures are made in accordance with governmental, DESE and internal policies.

Ensure that expenditures are made in accordance with budget.

Ensure that financial internal controls are implemented and followed.

Ensure that financial results are reviewed against the budget each month and adjust activities as needed. This includes a review of days in cash.

Ensure that annual audit is completed in a timely manner and report submitted to appropriate governing bodies and other stakeholders.

Room Number	Used during 19-20 school year	# of students at end of 19-20 school year	Classrooms needed for 20-21 (if normal year)	# of students as of Dec 2020	Classrooms needed for 21-22	Predicted Numbers
168	PK/K	24	PK/K	20	PK/K	22
165	PK/K	23	PK/K	21	PK/K	22
163	PK/K	16	PK/K	18	PK/K	22
150	1st grade	24	1st grade	22	1st grade	22
149	1st grade	22	1st grade	22	1st grade	22
148	2nd grade	21	2nd grade	20	2nd grade	22
147	2nd grade	20	2nd grade	22	2nd grade	22
122	3rd grade	16	3rd grade	21	3rd grade	22
126	3rd grade	16	3rd grade	21	3rd grade	22
127	4th grade	23	4th grade	27	4th grade	22
123	5th grade	21	5th grade	22	4th grade ###	22
151	6th grade	16	6th grade	20	5th grade	22
?????					6th grade	20
<b>total</b>		<b>242</b>		<b>256</b>		<b>287</b>
### We currently don't have a space for this classroom unless we turn the art room into a classroom space and have art on a cart next year. For this school year, we merged the two small 3rd grade classrooms into one big 4th grade classroom. Since both of our 3rd grades currently have 21 students, this doesn't look possible for next school year.						

**ACADEMY FOR INTEGRATED ARTS  
GOVERNANCE COMMITTEE MEETING  
AGENDA**

January 20<sup>th</sup>, 2021  
4:30 p.m. – 5:30pm

Zoom Web Meeting Details

<https://us02web.zoom.us/j/9103996908?pwd=L1Vwbnp0MjVhcmdnNHVMaWx0eEd2Zz09>

Meeting ID: 826 2150 4393

Passcode: 647178

Zoom Dial in Details

+1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 646  
558 8656 US (New York) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago)

Meeting ID: 910 399 6908

Passcode: 560224

- I. Call to Order
- II. Strategic Plan
- III. Adjournment

# ACADEMY FOR INTEGRATED ARTS

## Governance Committee

### Meeting Minutes

January 20<sup>th</sup> 2021

4:30 p.m.- 5:30p.m.

Zoom Meeting

#### I. **Call to Order**

Janice Small called the meeting to order at 4:33p.m.

##### Attendees

Emily Brown

Janice Small

Kent Peterson

Lynne Brown

#### II. **Strategic Plan**

Kent Peterson with the Strategic Organization joined to assist with the Governance goals and action plan for the Strategic Plan

- The call participants reviewed to previously proposed Policy Objectives
- The feedback from the 2020 Board survey
- Appropriate action plans

#### III. **Adjournment**

Meeting concluded at 530pm

**ACADEMY FOR INTEGRATED ARTS  
GOVERNANCE COMMITTEE  
JANUARY 2021 BOARD REPORT**

Committee Members:

Janice Small, Chair

Lynne Brown, Co-Chair

Emily Brown, Committee Member

**Accomplishments:**

- Committee met on Wednesday, January 20<sup>th</sup>, 2021
  - o Discussed the Governance objectives, action items and timeframes for the Strategic Plan
  
- Establishment of the 2021 monthly meeting schedule
  - o Meetings will be virtual via Zoom the 3<sup>rd</sup> Wednesday of each month
  
- The next planned committee meeting
  - o Wednesday, February 17<sup>th</sup>, 2021 430pmCT – 530pm CT
  - o Zoom Meeting  
<https://us02web.zoom.us/j/9103996908?pwd=L1Vwbnp0MjVhcmdnNHVMaWx0eEd2Zz09>

Submitted 1.25.2021

Janice R. Small