

**High School for Recording Arts  
Board of Directors Annual Meeting Minutes  
December 19, 2018; 9:00 am**

*The mission of the High School for Recording Arts is to provide youth the opportunity to achieve a high school diploma through the exploration and operation of the music business and other creative endeavors*

All Members in attendance: Paula Anderson, Alicia Sullivan, Pamela Weems (Sullivan and Weems arrived during Auditor's report), Darryl Young, and new member Dennis Welch. Ex Officio and others: Executive Director Anthony Simmons; David Ellis and Bonita Hughes of Studio 4; Lisa Hasledalen and Andrew Adelman of Designs for Learning; Tom Hodnefield of Redpath and Company.

Note: All votes were unanimous unless otherwise stated.

1. Call to order – by the Chair, Anderson, with Welch and Young also in attendance; Anderson welcomed new parent member Dennis Welch to the HSRA Board.
2. Approve meeting Agenda – Young moved acceptance of the Agenda as presented; seconded by Welch, and carried.
3. Minutes: Approve Minutes of the November 14, 2018 regular board meeting – Young moved approval of the Minutes as presented; seconded by Anderson, and carried.
4. Annual Meeting Items
  - Board election report (three positions were open: one Parent, one Teacher, and one Community) – Operations Director Matt Brown joined the meeting to deliver the election report. Elections were carried out; winners were Dennis Welch as Parent member; Pamela Weems as Community member; and Darryl Young as Teacher member. Members were seated.
  - Elect officers for the year – Chair, Vice Chair, Secretary and Treasurer – **Young nominated Anderson for Chair; there were no further nominations for Chair and Anderson was approved unanimously. Anderson nominated Young for Vice Chair; there were no further nominations and Young was approved unanimously. Anderson nominated Sullivan as Secretary/Treasurer; there were no further nominations and Sullivan was approved unanimously.**
  - Board training plan – training in three mandated areas required for new members Weems and Welch. Board discussed and decided to schedule training for Jan. 30, immediately after next Board meeting; Designs for Learning is requested to provide.
5. Financial Updates
  - FY18 Auditor's report (addressed immediately after the Minutes) – Tom Hodnefield of Redpath and Company LLC reviewed the Auditor's Report and Audit Management Letter, which were distributed to the Board in hardcopy. Redpath is presenting a "clean" audit. Management Agreement (between HSRA and Studio 4) includes mention of voluntary net reductions of fees charged by Studio 4 to HSRA. The FY18 Audit included

no findings. **Welch moved acceptance of the audit; seconded by Young, and carried.** Hodnefield also advised the Board of an upcoming change in federal regulations, in that employees of nonprofit corporations will no longer be allowed to deduct expenses for parking; this may affect HSRA's parking lot, requiring HSRA to pay tax. Board discussed strategies for addressing this.

- FY19 Updates – Hughes distributed a November 2018 Financial Statement Packet including a Narrative Summary Report; Reporting Period Overview for November; Balance Sheet dated 11/30/18; Nov. 2018 Summary Income Statement; FY19 budget with November year-to-date; Payment Register; and Period Balance Report. Hasledalen and Hughes reviewed for the Board. **Young moved acceptance of the financial report; seconded by Sullivan, and carried.**
- Review balance between staffing / revenue – Anderson – reminded board, HSRA is spending more on staffing than in the past, per the approved FY19 budget; Board needs to ensure sustainability as ADM is lower than projected and budget needs to be reduced accordingly. Board discussed strategies to address this. **Young moved to authorize HSRA administration to establish a committee to examine ratio of staffing to ADM and report to the Board Jan. 30; seconded by Anderson, and carried.** Hughes advised the Board, she will have a revised budget for the Jan. 30 meeting.

#### 6. Director's Report

- Enrollment updates – Simmons reported, current ADM is 274 with 306 students enrolled; projected ADM for the year is 283.
- Staffing updates – no staffing changes since the previous meeting.
- Development and grant updates – no new grants to report. Simmons reported on several potential sources of grants and/or donations efforts he and Ellis have been pursuing, particularly for unrestricted funds that could support HSRA operations.

#### 7. Board Committee reports

- School Improvement Committee / Directors' meeting – Anderson reported, HSRA submitted their application for renewal Nov. 1; PUC did a site visit and HSRA is waiting to hear feedback.
- Parent Advisory Board – Anderson reported, there was a parent night. Advisory board report expected for next meeting.
- ADM Committee (addressed during Financial Updates, 3<sup>rd</sup> point) – Brown reported, HSRA's ADM is down about 40 compared to what was projected. Marketing continues through multiple strategies; another open house scheduled for January 17. Board discussed strategies for marketing / student recruitment.

#### 8. New Business: there was none.

9. Old business: Strategic Plan updates – Adelman reminded the Board of the strategic planning process used in 2013 which involved broad consultation of stakeholders, in order to produce the Strategic Plan now being used. The Board will revisit this at the Jan. 30 meeting, identify a strategic planning group and make a plan to re update the Strategic Plan.

10. Public comment – there was none.

11. Other business – there was none, and the meeting adjourned at 11:20am.

Respectfully submitted by Andrew Adelman