

Board of Directors
Thursday, March 28, 2019
HOPE Conference Room
5:00 p.m.

MINUTES

Present: Andy Grover, John Yang, Ka Zoua Yang, Mai Vang, Sia Lo, and Zuag Lee

Absent: Pao Yang

Staff: Maychy Vu, Nancy Cheng

Others: Jenny Abbs

The meeting convened at 5:00 p.m.

I. Call to Order

II. Approval of Agenda

MOTION: Andy moved, Sia seconded the motion to approve the agenda. No further discussion.

Motion carried

III. Approval of Minutes: February 28, 2019 and March 19, 2019

MOTION: Ka moved, John seconded a motion to approve the February 28, 2019 and March 19, 2019, meeting minutes. Motion carried.

IV. Community Comments

There was none.

V. Consent Agenda

- 1) DaoTech Solutions
- 2) SY 2017-18 Form 990 Tax Return

Ka asked if a copy of the Form 990 can be provided to the Board for review. Jenny will provide copy that will be placed in Dropbox.

MOTION: Ka moved, Sia seconded a motion to approve the consent agenda. No further discussion. Motion carried.

VI. Committee Reports

- Executive Committee
 - Mai reported on the following:
 - a. ED Grievance Policy: The Executive Committee just started to work on this, is looking at samples and will be putting a final draft to the Board for approval at a future Board meeting.

b. ED Succession Plan: The Executive Committee has finalized a draft of the ED Succession Plan process and asked for the Board's input and approval. Discussion followed and the Board made the following changes to the document:

1. Add "Principal" to the list of key positions of the school.
2. Delete the names and leave only the title of the key positions of the school.
3. Under the last section, "These are the steps that would be initiated by the acting Executive Committee (3 people) to find a permanent Executive Director":
 - a. Number 3. - Add in parenthesis "(school staff, board member, and parents).
 - b. Number 7. - Replace the name "Jenny Abbs, Bergan KDV" with the title "Business Consultant."

Additional discussion followed on whether to approve the ED Succession Plan as amended tonight.

MOTION: Sia moved, Zuag seconded a motion to approve the ED Succession Plan as amended tonight. No further discussion. Motion carried.

See the attached March 21, 2019 Executive Committee minutes for more details.

- Board Operations Committee
Ka reported on the following:
 - a. HOPE Policies (Last Revised: March 2019): Asking for Board approval tonight. Discussion also followed on the Operations committee to finalize the Timeline for Revisions document. This document is to help with future revisions so it can be done in parts versus all at once.
 - b. Board Evaluations: Will be working with Mimi's support
 - c. Annual Board Meeting: reported on the ballots, event flyer, programming, food, and raffle baskets.
 - d. Board Committee Charters: Mai stated this has been put on hold for now.
 - e. HOPE Bylaws: The Operations Committee has reviewed the Bylaws over the last couple of meetings and have agreed that no significant changes/revisions were needed. They are working on finalizing a draft for the Board's approval at a future Board meeting.

See the attached March 13, 2019 Operations Committee minutes for more details.

MOTION: Sia moved, John seconded a motion to approve the HOPE Policies (Last Revised March 2019). No further discussion. Motion carried.

- Finance Committee
February 2019 Summary Report
February 2019 Summary Income Statement
February 2019 Balance Sheet
February 2019 Payment Register

Jenny reported on the following:

1. Filing of Form 990 Tax Return
2. Parking Lot Tax: New tax in 2018 that states the school will have to pay taxes on the parking lot unless it charges the employees. Not a lot of information is available yet, but will let the Board know when she knows more.
3. February 2019 Budget: We have additional funds to spend down due to the open positions and the furniture line; and looking at allocating funds to other needs.
4. Food Service: The staff has been working hard on cutting expenses. We were losing up to \$18,000 a month, but has only lost \$8,000 for January and \$9,000 for February. If we continue on this trend, the budget will be better than we anticipated. A question was asked to get more clarification on the losses. Discussion followed and Jenny responded to questions.
5. Purchasing Procedure: The Finance Committee continues to work on this. Sandy will be sending the final draft to the committee for review.
6. Employment Reimbursement Policy: The Finance Committee is working on creating this policy. It was a recommendation from the auditor.
7. Audit Firms: Still looking at the possibility of switching firms.
8. 2019-20 Budget: The Finance Committee will be looking at next year's budget at the April meeting.

Jenny went over the financials. See the attached February 2019 Financial Statements and Supplemental Information Report provided with the meeting materials.

***MOTION: John move, Sia seconded the motion to approve the February summary report, summary income statement, balance sheet, and payment register. No further discussion.
Motion carried.***

VII. Existing Business

1. Fundraising Follow-Up: Next Steps?

Discussion followed on working with the staff to identify a project the Board can collaborate on with them. Maychy to reach out to staff for thoughts and ideas. Discussion will need to continue to take place as we move forward with this initiative.

Brainstorming Ideas:

1. Have a goal of one project a year (collaborate with the staff on needs they identify)
2. The goal/need should be identified by staff and driven by staff, with board support
3. What does the Board support look like?
 - a. Physical presence at events
 - b. Help find outside people to support fundraising efforts, including financial support
4. Be an annual event, i.e., such as the HOPE Carnival
5. Identify a need and/or cause to help potential donors to relate to so they will want to contribute. The need/cause will continue to be a focus point of discussion.

VIII. New Business

1. Board Member Rounding

Sia provided a summary of her idea to get the Board more engaged with the school. This is an opportunity for Board members to meet staff, learn about school programs, etc. It can be whatever each Board member feels comfortable with doing. Discussion followed on the pros/cons of Board member rounding and establishing clear guidelines of expectations from both sides.

Brainstorming Ideas:

1. Join a class and read to the students.
2. Lunch with a Board member.
3. Do a "Meet and Greet" with the Board.
4. Observing a classroom. Zuag offered to have Board members come observe her class.
5. Meet the Board members during the opening week for staff.
6. Teacher Appreciation Week (May 6-10): Consider doing something.

2. Executive Director's Report

Maychy provided updates from the Strategic Plan for all 3 Goals.

[Sia left the meeting at 6:47 p.m.]

3. Plus/Delta

Plus:

1. HOPE's mission statement has been added to the agenda.
2. Completed the revisions to the HOPE Policies this year.
3. Completed the ED Succession Plan Process.

Delta:

1. Feeling a little sad that the kids are not eating breakfasts and snacks at school.

4. Others

Ka asked about whether the snow days this year would affect HOPE regarding having to make up additional school days. Maychy responded it would not affect HOPE as they have extra time built in to their day.

The next Board meeting is on Thursday, April 25, 2019 at 5:00 p.m. in the HOPE Conference Room.

The meeting adjourned at 7:00 p.m.