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# November 20, 2023

Salt Lake School for the Performing Arts Board of Trustees Meeting Minutes

Meeting style: On site at SPA

**Attendees Included**:

Board Officers: Doug Keefe

Board Members:

Kyla Plaster

Tracy Evans

Ilana Harrus

Ashley Hill

Mike Risley

Administration:

Emily Andersen – Assistant Principal

Bethany Hansen – Artistic Director

David Kubinski – Director of Development

Jeff Biesinger – Business Manager – Red Apple

**Absent**

Kari Plaster

Tina Gillman

Jodie Osofsky

Kristi Swett

Angela Pontious - Principal

Meeting came to order at 5:35 PM

**Review and Approval of Past Board Meeting Minutes –** Mike motioned to approve, Tracy seconded, motion passed

**Administrative Report**

Student Enrollment Status – currently at 160 students. Increasing interest from some of our students attending Highland for academics to transfer to SPA for academics

Core Academic and Concurrent Enrollment Status, including Highland Relationship – Things going well at Highland. Concurrent enrollment and internal academics continue to evolve, improve and stabilize

Performing Arts Venue Partnership Status – Westminster – On track for Mean Girls musical. Westminster fully supporting us with making space available. Westminster contract still in process of finalizing. Good Things Utah interviewed us, airing November 29th. FOX 13 also visiting our campus for interview segments. Broadway Across America relationship keeps progressing, including master classes matched up with their performance dates. Students, staff and Board members invited to “Six” musical on 1/17, courtesy of Broadway Across America

New Building Renovation and Insurance Status – Still waiting for final insurance policy, but State approved its terms. Punchlist items being completed on the renovation. HVAC issue resolution coordinating between Mike Risley and Wes. We may end up with a short-term fix to get through the winter, then facing a larger financial commitment for repair and replacement. We’ll review the lease terms in case any of the cost can be borne by or shared with the landlord

**Financial Report Review**

In general, enrollment is down in schools across the state so we’re holding up well in comparison. Pushing on federal grant reimbursements. We plan to true up revenues in the next weeks based on the State allotment. Otherwise, the financials are tracking as expected

**Audit and Open and Public Meetings Training Planning Discussion**

An external audit requirement. We’ll utilize UAPCS to manage the training, which needs to be scheduled and completed during this fiscal year. We’ll also establish an audit committee as we continue to fill our Board membership. Less a priority but important is a finance training, which Jeff Biesinger will facilitate

**Charter Authorization – Next Steps**

Doug and Angela met with the State Charter School Board leadership to explain our intentions to apply to them. They’ve provided some additional application guidance for our review. We’ll plan to submit an application by January/February. We also met with SLCC to consider authorization, which requires them to be approved as an authorizer. They’re definitely interested and we’ve scheduled a follow up meeting for December 5th to further discuss process and timing. We’ll likely follow a dual track on application, both with the State and SLCC

**Marketing, Development and Fundraising Plans and Strategies – VIP Event Results**

VIP event a success, building, staff and students showed well and most attendees appeared to have fun. David reviewed the final financial report, netting the school approximately $14K, net of expenses and donations. We’ll next work on a year end donation appeal. Will begin approaching foundations and public grants after the holidays. On the marketing side, transitioning from Lindsey by the end of the year to other internal SPA staff members

**PTO Report**

Working with Lindsey on the website. Helping out on Mean Girls musical, particularly around concessions and providing food for the student participants. Eventually building more PTO participation to further establish Department reps to help the teachers. Still filling the PTO Officer positions as well

**FY 23-25 Goals and Committees – Next Planning Steps**

Sent out last year’s plan for review. Reviewed the need for a two-year plan to be developed. Decided on devoting the next meeting to this planning to kick it off.

**Next Meeting Scheduled – Monday December 11th, 5:00 PM, on site at SPA**

Ashley motioned to adjourn the meeting. Meeting adjourned at 6:42 PM.