

ASM Board Meeting
April 26, 2018
McKie Community Center

Attending:

Board members - Kristen Barker, Caitlin Burnett, Nichole Banks, Marilyn Evans, Pam Rieke, Ellen Vera, Heather Zoller.

Community owners – Heather Sturgill, Maureen Berryman, W. Holthaus

General Manager - Christopher DeAngelis

1. Initial Business

- Check-Ins
- Approval of Minutes for March 1 (February minutes) and March 28 (March Minutes) Motion (PR), second (CB) All in favor, Approved.
- Approval of Agenda

2. Community owner share report.

- 1 request for selling share will be forwarded when ownership is confirmed.
- 1 owner is now deceased and we will need to return money to appropriate person.

3. Building Committee

- NEST and ASM agree that we should have a committee to work through lease agreement. Discussion about potential board member representative (Kristen, Pam, or Heather) or possible joint board meeting attendance. Will discuss with NEST.

4. Communication Committee Report

- Working on Mission/Vision
- Question developed during our work on Owner Loan Campaign material: Are we working with consultant or a lawyer to double-check our language for legal requirements? [Discussion determined that we should develop material and then forward to a lawyer]. We should avoid language about risk.

5. Fundraising

- Current phase focus is current loan holders and request for loans from Board Members
- Waiting on feedback from lawyer on loan documents. **Motion** to approve Eric Britton to review (ME), second (CB). All in favor.
- Consultant recommended 4 hours of volunteer training
- Fundraising consultant charges \$100/hour. Discussion about hiring: consensus emerged to use on a limited basis for now.
- Volunteer meetings will be rescheduled.

6. Board Development

- Christopher recommended a board consultant. Discussion: We will return to this question in three months, after Loan Campaign and Member Drive, and city funds have been delivered.

- Board attendance: after discussion of personal issue with a board member, the board recommends that the Secretary (Heather Zoller) reach out to board members when attendance may become an issue.
- Agenda item for May: Board Appointment lengths.
- Agenda item for May: Selection of officers.

6. Finances

- Taxes: We expect to receive \$1900 from the IRS in 6-8 weeks
- Key Figures is working on taxes for 2017
- Accounts:
 - Burn rate revised to include bill from Heapy Engineering for \$3,732
 - We expect to be out of funds in July if we get \$7,500 in loans. Assumes no money from the city.
 - Profit and Loss: Net Income \$8,103.94
 - Balance Sheet: Total Liability and Equity: \$204,752. Total Equity: \$-36,880
- Discussion: potential for bridge loan from CDF. Need for pressure on city to release funds.
- Need to follow up on AWG check cashing

7. Update on Financing/Project Timeline

- Revised timeline (See Handout)
- Lease negotiations with NEST – material ready. Will meet with real estate lawyer soon. Christopher will report at next meeting.

8. BINGO Report

- Grossed \$4,145. Cost \$1,963. Net = \$2,172.
- Divided between Northside Community Council (NCC) and ASM. NCC will use the funds to subsidize ASM owner shares for low income individuals who join NCC.

9. Request from General Manager. Closed Meeting – Board Members only.

- Discussed request from General Manager to move from Independent Contractor to Employee.
- Board members were in consensus that Christopher should be made an employee. However, the board has to investigate the financial implications and our current ability to meet them, create a job description (in consideration of original contract and pro forma), develop employee review policies, and other items.
- Caitlyn, Kristen, and Pam will investigate and report at the next meeting.