



MEETING MINUTES

ACA Governing Board	6:45 am	8:30 am
Type of Meeting	Start Time	Adjournment Time
April 7, 2014	Appleton North Lightning Room	Julia Squier
Date	Meeting Location	Recorded by

- **Future Dates:**
Interim working meeting – please respond to meeting doodle for best available date and time
Next board meeting – Monday, May 5th at 6:45 am in the Lightning Room
ACA Recognition Night – Sunday, May 18th (confirm FVTC as location; \$500 flat fee; 32 seniors with guests so approximately 96 plus staff and board; students free and guests pay; Mary Hansen will confirm UW Fox Valley Culinary Theatre at 6 pm; great location and it worked well last year - see motion under staff report)
- **Attendance/Guests/Announcements** - Renee Ulman, Mary Welch, Julia Squier, Terry Maves, Patrick Lee, Lori Krueger, Barry O'Connor, Jennifer Dieter, Mark Kloehn, Rita O'Brien
- **Approval of Minutes from March 3, 2014** - Terry moves to approved minutes; Barry 2nd, approved unanimously
- **Reports**
Enrollment (Lori) – no changes from previous month's report
Website (Julia via e-mail) – username and password were finally received before break; old material on AASD website; Julia will talk to Lynn about changing to our current mission; will be working with Ian to update
Database (Jennifer via e-mail) – on track for May ; possible senior student assisting with data entry next year
Board Membership (Barry) – Mark Richards and Tom Boldt were contacted by Barry; given leadership skills info; someone within the organization may consider ACA Board; Rita suggested Jeff Lange with Omni resources – she did mention to him and will follow up; Dayton said he will continue even though travel sometimes interferes ; anyone interested in vice president for Dayton, please let Mary know
- **Budget (Patrick)** – buyout came through for ELA curriculum for **\$8759.76**; Patrick will clarify with Nan that funds can be carried over to next year and used for curriculum related expenses – not only textbooks but also training for staff, author visits, software, etc.; knowledge grant money will carry over (preference to use this school year) – technology upgrades might be necessary depending on district referendum purchase, so technology needs are on hold; another use - ACA fieldtrip for 80 to body exhibit/art folk exhibit in Milwaukee

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- **Staff Report** – ACA will cover cost for students for ACA Recognition/Graduation Night; discussion regarding charge for family & guests of ACA students - flat fee of \$500 per Fox Valley Tech is the entire cost for the night; Terry motioned for us to establish a yearly tradition for ACA Recognition Night at the FVTC Culinary Theatre and costs for 2014 are \$5 per person (ACA guest or family member) or \$10 maximum per ACA family; Renee 2nd; passed unanimously
- **Draft Letter to AASD re: internship coordination (Barry)** – Patrick shared his and Renee's responses to questions after meeting with Judy Baseman; Barry's drafted letter was reviewed; add **specific** request for FTE for internship coordination and request to keep FTE in house at ACA; Rita recommends sending the letter before the Thursday meeting; add not only leadership skills certificate, but also employability skills certificate; stress multi-disciplines & college/career readiness; Rita will add closing statement; Rita will make modifications and Terry motions to send; Barry seconds; passes unanimously upon review of final draft
- **Potential ACA name change** - what are costs?; could revitalize ACA and who we are; keep career piece; add leadership component; ACLA - APPLETON CAREER & LEADERSHIP ACADEMY?; or add a tag line – leadership in learning?; Jennifer suggested getting student input – especially getting alumni input; Jennifer will share worksheet about name change; possibly July meeting discussion/finalization
Policy/Legal Issues – form involved with name change with IRS for 501c3 organizations
IRS Reports – can begin filing the 990 in this coming November for 2013
- **Other discussions....**
Board membership and start date and terms for standing staff positions – Barry will review
Review committee/subcommittee structure and recommend changes including Sustainability and Marketing – Ad hoc meetings didn't meet regularly, so mid-month meeting helpful; mid-month committee meetings maybe the route to go; sustainability was a lot of work for little dollars; focus of next interim meeting will be committee structure; suggested to focus on top 3 issues; interim meeting optional as one board meeting a month is sufficient - interim meeting more of a working meeting for some while others complete tasks independently?

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