

## ASDF Board Meeting Minutes

**Date:** October 1, 2020

**Called by:** Dan Bosket

**Type of Meeting:** General Board Meeting

**Note Taker:** Nancy Wilt

**Attendees:** Susan Williams, Vicki Newhard, Dan Bosket, Josh Dodd, Jane Marks, Dennis Blankowitsch, Pete Kareha, Maria Tjeltveit, Angela Nolan, Rob Schmidt, Charlie Thiel, Jane Marks, Don Hinkle, Ralph Todd, Ellen Kern, Thomas Parker, Tonya Harris, John Stevens, Nancy Wilt

### Agenda Topics

Dan Bosket called the meeting to order at 8:05AM

**Topic and Presenter: Approval of Minutes**

**Nancy Wilt**

**Discussion:**

Motion made by Dan Bosket to accept minutes for meeting on August 6, 2020.

Maria Tjeltveit asked overtime to be changed to “over time”. Change acknowledged and will be made.

Motion to approve with change: Charlie Thiel/Rob Schmidt

**Conclusion:** Minutes approved

**Topic and Presenter: Treasurers Report**

**Josh Dodd**

**Discussion:**

Reviewed Audit: see handout

Expressed that there was a lot of talk about the Gala during the Audit process as it covers overhead costs for ASDF. Don Hinkle asked about the PPP loan being extended by the government. Josh indicated that all funds were spent on payroll, and at this point ASDF is waiting on loan forgiveness notification from federal government.

Josh asked for a motion to approve the audit report. Motion by Don Hinkle and Kay Kurtz. Audit approved

Josh then reviewed the treasurers report, sharing that since fiscal year just ended, will have a better idea of finances in 2<sup>nd</sup> or 3<sup>rd</sup> week of October. Money is still coming in for masks. Dan Bosket asked about the 990.

Josh indicated that it will be complete and filed with IRS by 11/15/2020 due date.

Josh asked for motion to approve treasurer’s report: Motion by Angela Nolan and Dennis Blankowitsch.

Report approved.

**Conclusion:** Both Audit and Treasurer’s reports approved.

Actions taken:

Responsible Person:

Deadline:

**Topic and Presenter: Superintendent Report**

**Thomas Parker**

**Discussion:**

Mr. Parker reported that we have had a good (some bumps along the way) to the virtual school year. Happy to report that ASD was able to purchase Wi-Fi hotspots for all who needed internet access. Administration are keeping an eye on COVID cases in other districts as we navigate the next steps for ASD., while at the same time keeping in mind the needs of our most vulnerable students and the impact of virtual vs face to face learning. Dan Bosket asked about building needs. Mr. Parker responded that issues because of the age of our buildings regarding air quality and acquiring touchless water systems. Noted that ASDF submitted a grant on behalf of ASD to Lehigh County for CARES dollars that would be used for water system acquisition and air quality remediation efforts. He thanked ASDF for writing the grant.

**Conclusion:**

Actions taken:

Responsible Person:

Deadline:

**Topic and Presenter: Executive Director Report**

**Susan Williams**

**Discussion:**

Susan gave an update regarding masks. Have had solid corporate sponsorships. SMMS, Dodd, Trexler and Newcomer Academy still need mask support but if we do not get sponsorships, ASDF can cover costs. Annual report is ready to go to print once Josh Dodd and Dan Bosket review their portion. Susan stated that we need to figure out next steps for GALA 2021. Angela Nolan inquired about surveying parents and students. Concerns on who to survey, as we do not know who would participate. Dan Bosket suggested we strongly lean toward option #3 of all virtual event. Dr. Stevens wondered if we need to survey our major sponsors. Susan indicated that we could carve the talent portion to solo performances, just need to find the right tech company to support our efforts. Jane Marks shared support for option #3 since we hold Gala at end of Flu season. Tonya Harris asked about timing/date of Gala? Susan shared it deals with timing of Theatre performances and PSSA testing.

**Conclusion:** Board has work to do to create outline and program for 2021 Gala

Actions taken:

Responsible Person:

Deadline:

**Topic and Presenter: Search Committee Process**

**Dan Bosket**

**Discussion:**

Co-Chairs are Kay Kurtz and Mike Bruckner, members: Angela Nolan, Tonya Harris, Ellen Kern, Dennis Blankowitsch. The job was posted in MC, on Indeed and in LV Chapter of American Fundraising Professionals. Currently reconciling Susan and Vicki's job description to clarify for new ED. Have resumes in hand and looking at the end of the year to hire new ED. Susan will stay on until hired.

**Conclusion:** Committee has work to do sorting resumes.

Actions taken:

Responsible Person:

Deadline:

**Topic and Presenter: Administrator Report**

**Vicki Newhard**

**Discussion:**

Vicki shared with the board that she plans to stay on with ASDF as administrator. Vicki is receiving the resumes. 53 applicants so far. No resumes will be accepted after 11/1/2020. Dan indicated that he and staff will review and weed out candidates who do not meet qualification requirements. Marie Tjeltveit suggested having co-chairs also review. Dan stated he would have that conversation offline since Mike Bruckner was not able to attend board meeting today. Angela Nolan offered he company conference room for final interviews, as she has rooms large enough to social distance.

Vicki reviewed Conduit Form. This is not an action item, but rather an FYI as Susan had questions form others regarding the process. It will be posted on our website.

**Conclusion:**

Actions taken: Conversation with search committee co-chairs  
Responsible Person: Dan Bosket  
Deadline: not determined

**Courtesy of the Floor:** Dr. Stevens shared his appreciation for all of Susan's hard work steering the foundation prior to jumping off Zoom.

Jane Marks asked about Literacy Program and virtual volunteers. Susan and Thomas agreed to have a conversation on how this can happen.

Dan Bosket asked about status of new elementary school. Thomas shared that academic side is almost complete. Ribbon cutting/dedication will happen in spring when safer to hold such an event. Community side is still in process of accepting RFP's for health care, childcare and food pantry.

**Meeting adjourned:** Motion by Ralph Todd and Dennis Blankowitsch at 8:56AM

**Next Meeting Date: December 3rd @ 8AM. VIA Zoom or TBD Location**