ESPIRITU COMMUNITY DEVELOPMENT CORPORATION

MEETING MINUTES

Friday August 15, 2025

1:00 P.M.

4848 S. 2nd Street Phoenix, AZ 85040

The Board meeting will be held via Zoom.

I. PRELIMINARY ITEMS

A. Call to Order and Roll Call

Tom Espinoza called the meeting to order at 1:09P.M.

Tom Espinoza – Board Chair, Present
Isadora Giacometti – Vice Board Chair, Present
Armando Ruiz Sr. – Member, Present
Bertha Gutierrez- Member, Present
Rosanna Blackson – Member, Not Present

Others Present:
Anastacia Europa – Chief Operating Officer, Servant Leader
Alexis Ruiz – Board Secretary
Armando Ruiz Jr – Chief Finance Officer, Servant Leader
Luis Valdez – IT Director, Servant Leader

B. Board Adoption of Meeting Agenda

Isadora Giacometti made the motion to adopt the August 15, 2025 meeting agenda. Bertha Gutierrez seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

C. Board Approval of the July 30, 2025 Meeting Minutes

Bertha Gutierrez made the motion to approve the July 30, 2025 meeting minutes. Isadora Giacometti seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

II. CONSENT AGENDA

No Items Scheduled.

III. ITEMS SCHEDULED FOR ACTION

A. Emergency Operational Plan

Anastacia Europa presented an overview of the SY26 Emergency Operations Plan that includes a new basic template provided by the Arizona Department of Education and additional emergency resources and checklists.

Bertha Gutierrez made the motion to approve the Emergency Operational Plan. Isadora Giacometti seconded the motion. Roll call vote conducted. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

B. Monthly Finance Report

Armando Ruiz Jr. presented the Monthly Finance Report, including the Profit & Loss, Balance Sheet, and the YTD AP Aging Summary.

Bertha Gutierrez made the motion to adopt the Monthly Finance Report. Isadora Giacometti seconded the motion. Roll call vote conducted. Passed: 4-0 (Ayes: Espinoza, Giacometti Gutierrez,

Ruiz)

C. New Title – Chief Operating Officer, President of Espiritu CDC

Armando Ruiz Sr. presented the change of title for the current Chief Operating Officer (COO) Anastacia Europa to President of ECDC, effective immediately. This change reflects the expanded leadership role and responsibilities within the organization.

Bertha Gutierrez made the motion to approve the new title from Chief Operating Officer to President of Espiritu CDC. Isadora Giacometti seconded the motion. Roll call vote conducted. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

D. NFL YET Campus Lease Renewal

Anastacia Europa requested a motion from the board for this item to be moved to an item for Information.

Bertha Gutierrez made the motion to approve moving this item to an item for Information. Isadora Giacometti seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

E. Cost Savings & Diversification Plan

Anastacia Europa presented the Human Resources MK10 Professional Employer Organization (PEO) Contracted Services Agreement A PEO, or Professional Employer Organization, is a company that partners with businesses to handle a wide range of HR functions, including payroll, benefits, and compliance.

Bertha Gutierrez made the motion to approve the Human Resources MK10 PEO. Isadora Giacometti seconded the motion. Passed: 3-0 (Ayes: Espinoza, Giacometti, Gutierrez)

IV. ITEM SCHEDULED FOR INFORMATION

A. NFL YET Campus Lease Renewal

Anastacia informed that the lease for the NFL YET campus expired. Payments are continuing under the terms of the previous lease agreement. Spirit Mission has completed a modified loan extension with RDF. Negotiations are ongoing to ensure accuracy of the financial terms. The Board will receive an update in the coming weeks, at which time the new lease renewal will be presented for approval and finalization.

V. EXECUTIVE SESSION

VI. COMMUNICATIONS

No response to the call.

VII. CLOSING ITEMS

A. Summary of Current Events, Future Meeting Dates and Items for Future Agendas

The next Board Meeting will be held on Friday September 19, 2025.

B. Adjournment

Bertha Gutierrez made the motion to adjourn the meeting. Isadora Giacometti seconded the motion. Passed 4-0 (Ayes: Espinoza, Gutierrez, Giacometti, Ruiz)

Meeting adjourned at 2:02 P.M.