

# Friends of Spectrum, Inc. (FoS) Board of Directors

## Meeting Minutes

**Date:** July 23, 2019

**Scheduled Time:** 6:30 p.m.

### Attendance:

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Jessica Anacker	Member (Secretary)	Present
Tina Bondy	Member (Chair)	Present
Dana Carlson	Member (Treasurer)	Present
Scott Gangl	Member (Vice Chair)	Present
Mary Gattis	Member	Present
Dan DeBruyn	Executive Director (Ex-Officio)	Present
Rick Peterson	Athletic/Facilities Director (Ex-Officio)	Absent
Dawn Sorenson	Executive Assistant	Present

### I. Call to Order

Chairperson Bondy called the meeting to order at 6:35 p.m.

### II. Introductions

The Board and staff members present provided a brief introduction of themselves – sharing their past experiences and areas of expertise.

### III. Reading of Vision and Mission Statements

Noting that currently there is not a Vision and Mission for Friends of Spectrum, Inc. (outside of the purposes defined in the bylaws and articles of incorporation), the Board will be developing them in the future, which will be read at the beginning of each meeting.

### IV. Conflict of Interest Check

Chairperson Bondy called for any Conflict of Interest Check. None was noted.

### V. Board Agenda

Chairperson Bondy called for approval of the agenda.

*On a motion duly made and seconded, Anacker/Gangl, the Friends of Spectrum, Inc. Board of Directors unanimously approved the agenda as presented.*

### VI. Consent Agenda

#### A. Interim Financial Transactions

None

#### B. Important Documents and Policies

None

#### C. Friends of Spectrum, Inc. Board Meeting Minutes

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*On a motion duly made and seconded, Gangl/Bondy, the Friends of Spectrum, Inc. Board of Directors unanimously approved the June 11, 2019 meeting minutes as presented.*

### VII. Ongoing Business

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### **A. Budget Report**

Mr. DeBruyn shared that at future meetings, the Board may anticipate receiving a budget and update report; however, since no budget has been developed yet, there is not a report this evening.

### **B. Executive Director's Report**

Mr. DeBruyn stated that at each meeting of the Board, a brief report will be provided; however, for this evening's meeting there was none. This report may be provided in written or verbal format.

### **C. Athletic Director's Report**

Mr. DeBruyn noted that at each meeting of the Board, Mr. Peterson will provide a brief report on the activities associated with the athletic department; however, for this evening's meeting there was none. This report may be provided in written or verbal format.

## **VIII. Old Business**

There was no Old Business before the Board.

## **IX. New Business**

### **A. Friends of Spectrum, Inc. Election of Officers**

The Board noted that at the June 11, 2019 meeting, it elected member Tina Bondy as Chairperson of the Board. The remaining positions of Vice Chair, Secretary and Treasurer are still open and should be filled at this meeting.

Following discussion, by consent, the officer positions were filled as follows:

Vice Chair: Scott Gangl  
Secretary: Jessica Anacker  
Treasurer: Dana Carlson

*On a motion duly made and seconded, Bondy/Gattis, the Friends of Spectrum, Inc. Board of Directors unanimously elected members Scott Gangl to the position of Vice Chair; Jessica Anacker to the position of Secretary; and Dana Carlson to the position of Treasurer.*

Ms. Sorenson shared that per the Bylaws of the organization, the officer positions will serve in this capacity for a term of one year.

### **B. Overview of history and purpose for Friends of Spectrum, Inc.**

Mr. DeBruyn provided an in-depth overview of the history and purpose for forming the Friends of Spectrum, Inc. separate 501(c)(3) organization. He explained Charter School law, Minnesota Statutes, section 124E, in addition to Minnesota Statutes, sections 123B.35 – 123B.39, Minnesota Public Fee Law, and how it governs what is and isn't an allowable expense. In addition, he explained the relationship between Spectrum's Building Company 501(c)(3) entity and Spectrum High/Middle School.

Mr. DeBruyn shared that the Spectrum School Board's intent is that Friends of Spectrum, Inc. will not function as a booster club. Instead, it will be an organization supporting all of the activities and needs of Spectrum programs and facilities. This includes a place to house all donated funds for these purposes and possible avenue to raise funds in the future.

### **C. Friends of Spectrum, Inc. Narrative**

Ms. Sorenson provided a brief overview on the purpose of the Narrative. She noted that, in order for the Internal Revenue Service to consider granting the organization 501 (c)(3) status, it needs to know what the intended purpose of the organization will be. She shared that the Narrative explains the charitable

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purpose, the proposed activities, the proposed sources of funds, and the targeted audience for the fundraising.

Following discussion, on a motion duly made and seconded, Gangl/Anacker, the Friends of Spectrum, Inc. Board of Directors unanimously approved the Narrative as presented.

### **D. Friends of Spectrum, Inc. Initial Budget**

Mr. DeBuryn presented the FoS initial draft budget. He explained in detail income and expenses associated with Spectrum's athletics, activities, and other schoolwide initiatives, which provides a financial forecast for the organization. He went on to share that the submission of the initial budget, like the Narrative, is another of the required components necessary for filing for 501(c)(3) status.

Following discussion, on a motion duly made and seconded, Gangl/Bondy, the Friends of Spectrum, Inc. Board of Directors unanimously approved the draft Initial Budget as presented.

### **E. Next Steps**

The Board discussed possible next steps in the process of becoming an organization and what policies and procedures are necessary in the governance of the organization, as well as possible sources for fundraising revenue.

### **X. Next Meeting and Future Agenda Input**

A. Next Meeting Date – Tuesday, September 10, 2019, beginning at 6:30 p.m.

#### **Possible Agenda Items:**

- Bank Account/Signatories
- Additional discussion of working relationship between entities/Delegation of Authority
- Logo/Letterhead discussion
- Vision and Mission discussion
- Procedures for raising and using funds
- Board protocols
- Annual Meeting and staggering Board member terms (per Bylaws)

### **XI. Adjournment**

On a motion duly made and seconded, Gangl/Gattis, the Friends of Spectrum, Inc. Board of Directors unanimously adjourned the meeting at 7:40 p.m.



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**Board Secretary Certification – Jessica Anacker**