



## Meeting Minutes

**Date:** December 8, 2020

**Scheduled Time:** 6:35 p.m.

*NOTE: Due to current health pandemic of COVID-19, the Friends of Spectrum, Inc. Board of Directors will conduct this meeting via electronic means (using Zoom) as is allowed under the auspices of Minnesota State Statutes, section 13D.021, Subdivision 1(4).*

### Attendance:

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

### I. Call to Order

Vice Chair Gangl called the meeting to order at 6:36 p.m.

### II. 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.

### III. Conflict of Interest Check

Vice Chair Gangl called for any Conflict of Interest Check. None were noted.

### IV. Board Agenda

Vice Chair Gangl 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 December 8, 2020 agenda as presented.*

### V. Consent Agenda

#### A. Interim Financial Transactions

None

#### B. Important Documents and Policies

None

#### C. Friends of Spectrum, Inc. Board Meeting Minutes – June 16, 2020

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

### VI. Ongoing Business



### **A. Budget Report**

Mr. DeBruyn stated that the Minnesota Department of Education made significant updates to the UFARS (Uniform Financial Accounting and Reporting Standards) Manual regarding student activity account requirements about the same time that Spectrum was setting up Friends of Spectrum, Inc. He shared that the recent change requires three distinct buckets: general fund, student activity accounts, and donated monies (which will be going to FoSI).

Mr. DeBruyn then went on to explain how the UFARS coding system has been changed to provide for Student Activity Accounts for which all monies raised by students must be deposited into these student activity accounts. The funds are restricted and must have student sign-off, along with the guidance of an advisor, as to how the money raised will be spent. As a result, it will be necessary to determine ahead of time how the money being raised will be spent. Mr. DeBruyn went on to share that there are specific procedures and documentation necessary that have been detailed within the system for which Spectrum will work to put in place.

Mr. DeBruyn went on to share that any money donated and not raised by students will go to Friends of Spectrum, Inc., which will include such things as the Sting Swing golf tournament and Sting Stride.

Lastly, Mr. DeBruyn shared that at the January 14, 2020 meeting of the Friends of Spectrum, Inc. Board meeting, it was agreed that 10% of all funds raised would be deducted to cover administrative costs. The Board at that time discussed whether or not the 10% administrative fee could be adjusted, up or down, depending on what was needed monetarily to cover the administrative fees. Mr. DeBruyn shared then that the fee could be adjusted, and in fact, is recommending that the Board consider a percentage reduction from 10% to 5%.

Following discussion, *on a motion duly made and seconded, Anacker/Gattis, the Friends of Spectrum, Inc. Board of Directors unanimously approved the reduction in administrative fee from 10% to 5%.*

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

Mr. DeBruyn shared that he provided most of the Executive Director update during the Budget Report portion of the meeting. He also stated that Spectrum's Sting Swing continues to be postponed due to the COVID-19 pandemic, but that he his meeting shortly with Kirsten Tuckey, Events Coordinator, to begin discussions of possibly holding the event in the fall of 2021.

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

Mr. Peterson provided a brief report for the Board. He shared that athletics, as of now, are paused until further notice from the Minnesota State High School League. Scheduling of contests for the 2021-2022 school year have begun.

## **VII. Old Business**

None

## **VIII. New Business**

### **A. Board Officer Elections**

Mr. DeBruyn reported that he shared with the parents who were not chosen to fill the open parent seat on the Spectrum Board of Directors regarding the open seat on the Friends of Spectrum, Inc. Board; however, none have responded that they are interested. Work on recruiting someone to fill the vacancy will continue.

All nominations were taken from the floor.



Friends of Spectrum, Inc. (FoSI)  
17796 Industrial Circle NW  
Elk River, Minnesota 55330

**BOARD CHAIR:** Board member Scott Gangl was nominated for the position of Board Chair. On a motion duly made and seconded, Anaker/Gattis, the Friends of Spectrum, Inc. Board of Directors unanimously elected Scott Gangl to the position of Board Chair.

**SECRETARY:** Board member Jessica Anacker was nominated for the position of Secretary. On a motion duly made and seconded, Gangl/Gattis, the Friends of Spectrum, Inc. Board of Directors unanimously elected Jessica Anacker to the position of Secretary.

**TREASURER:** Board member Dana Carlson was nominated for the position of Treasurer. On a motion duly made and seconded, Anacker/Gangl, the Friends of Spectrum, Inc. Board of Directors unanimously elected Dana Carlson to the position of Treasurer, with the caveat that she accepts the nomination.

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

A. Next Meeting Date – Tuesday, March 9, 2021, beginning at 7:00 p.m.

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

- Further UFARS manual clarification
- Work on the Mission and Vision for the organization
- Further clarification on the work/responsibility of Friends of Spectrum, Inc.

#### **X. Adjournment**

On a motion duly made and seconded, Anacker/Gangl, the Friends of Spectrum, Inc. Board of Directors unanimously adjourned the meeting at 7:23 p.m.

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**Board Secretary Certification – Jessica Anacker**