

The Summit Preparatory School Board of Trustees

**Meeting Minutes Draft**

October 17, 2022, Meeting called to order at 5:00 PM

In Person Meeting

**Meeting Minutes Draft**

**Attendees**

Presiding: James Ballard, Chair

Board Members: James Ballard, Ariel Sparrow, Judy Thompson, Ashley Cross, Kristin Bright, Mark Skrade, Gerald Zamora, and Angela Teters

Administration/Faculty/nonvoting attendees: Katie Heet, Emma Smith, Amy Maas, Nicole Sanders, Whitney Wiese, David Bishop, and Shelly Drymon

Absent: Leah Blakey

**Approval of Prior Minutes**

MOTION: Judy Thompson moved to approve the Board of Trustees meeting minutes from September 2022. Kristin Bright seconded the motion. The motion passed unanimously.

**Celebrations**

- Successful book fair
- Welcome to Shelly Drymon who is the new development officer
- 417 mother/daughter event
- Trivia Night

**Consent Agenda**

- Head of School Report – Dr. Katie Heet
- Faculty Report – Emma Smith
- Admissions Report – Amy Maas
- Development Report – Dr. Katie Heet
- Marketing Report – Amy Maas
- Strategic Planning – Whitney Wiese
- Finance Report- Kristen Bright (Nicole Sanders)
- Building and Grounds Report – Mike Albert
- Crisis and Risk Assessment – Becky Breckner
- MOTION: A motion to accept the consent agenda was made by Mark Skrade and was seconded by Judy Thompson. The board voted unanimously to approve the motion.

**Old Business**

- 403(b) retirement account- Forvis should have all of the necessary documents completed by year end.
- Major donor update

### **New Business**

- Monthly Financials
  - MOTION: Judy Thompson moved to approve the balance sheet and P&L. Angela Teters seconded the motion. The motion passed unanimously.
- Annual audit contract approval. The board members sought to obtain bids from several different accounting firms. No firms were available to accept the work. Whitlock Company was not able to take on the work due to time constraints but their fees were a minimum of \$15,000 for an audit and \$10,000 for a review. The fee from Elliot Robinson for an audit is about \$12,000. An audit is preferred over a review by many potential donors and the finance committee believes that an audit would be beneficial for attracting new donors.
  - MOTION: Mark Skrade made a motion to authorize Dr. Heet to sign the contract with Elliot Robinson for an audit for the 2022 fiscal year \$12,650. Ashley Cross seconded the Motion. The motion passed unanimously.
- State of the Summit. There was a discussion about the most convenient and productive format for the State of the Summit.
- Open house in November.
- Past President's Lunch was a success.

MOTION: Angela Teters made a motion to close the meeting at 5:41 PM. Judy Thompson seconded the Motion. The motion passed unanimously.

Open Meeting adjourned at 5:41 PM.

Meeting minutes respectfully submitted for approval by Board of Trustees Secretary, Ariel Sparrow on October 18, 2022.