**BOARD OF DIRECTOR MINUTES**

December 9, 2019

1. **Welcome and Call to Order:** The NMA Board meeting was called to order by Board Chair, Bridget Mealman at 6:00pm.
	1. Roll Call
		1. Board Members: Bridget Mealman, Chonburi Lee, Janie Yang, Kinley Vang, Angela Lee, Terence Jones
		2. Ex-Officio: Bao Vang
		3. Guests: Stephanie Steen, Mai Ka Yang, Tyler Dehne
		4. No Public Comments
		5. Call for Board Conflict of Interest Disclosures: None
2. **Review Agenda**
	1. The Board of Directors reviewed the agenda. Terence Jones added a report under Committee Updates.
	2. Motion to approve the agenda was made by Chonburi Lee and seconded by Kinley Vang.
	3. All voted in favor. Motion passes.
3. **Review Minutes**
	1. The Board of Directors reviewed the November 11, 2019 Minutes. Updated Kinley’s last name from Lee to Vang under 8e. Updated “Ed-fuel” to EdFuel under 6a. Updated “dual diligence” to due diligence under 7a. Added verbiage “for all” to the last sentence under 8ea.
	2. Terence Jones motions to approve the October Board Minutes as amended. The motion was seconded by Janie Yang.
	3. All voted in favor. Motion passes.
4. **Financial Report**
	1. The Financial Report was presented by Tyler Dehne
	2. Balance Sheet and Revenue and Expenditures statements reviewed. Interest revenue will increase in December’s statement as NMA’s Schwab account has successfully opened.
	3. As of October 31st, NMA is about 33% into the 2019-2020 school year. We are on target.
	4. Chonburi Lee motioned to approve the 2019 Financial Statement and Management Reports. Terence Jones seconded the motion.
	5. All voted in favor. Motion passes.
5. **Board Training - Finance**
	1. Finance Training: All Board of Directors received Financial Training offered by BerganKDV.
6. **CEO Report**
	1. Snow Day Clarification: The Snow Day Policy was reviewed to take into consideration feedback from staff. Proposed change to the policy should state that the first 3 snow days when the school closes, be working days. If staff has an approved PTO day and the school closes on the approved PTO day, the paid working day of school closure applies to the approved PTO day. Therefore, staff will have their PTO hours returned.
	2. Terence Jones motioned to approve the proposed language changes to the Snow Day Policy. Chonburi Lee seconded the motion.
	3. All votes in favor. Motion passes.
7. **Committee Updates**
	1. Reviewed the Board & Committee Meeting Calendar along with meeting dates, time and place.
	2. Reviewed the description for each Committee.
8. **Adjourn (*Action*) -** Terence Jones motioned to adjourn the meeting at 8:13 p.m., Chonburi seconded the motion.