



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

September 16, 2020 8:30 a.m.

5736 Osuna Rd NE, Suite 11

Join Zoom Meeting - Meeting ID: 560 020 4415 Passcode: 3146

<https://us02web.zoom.us/j/5600204415?pwd=aDV5TnlOTEZTNmVhUVExUUU4M3VNdz09>

1. Introductions of Members and Guests, Call to Order, Determine Quorum

Mr. Moncada introduced the attendees. In addition to Executive Committee members, Matt Pahl and Christy Takacs, were in attendance. Christy Takacs identified that the group had a quorum. The meeting was called to order at 8:48 am.

2. Consent Agenda and Minutes

a. Approval of agenda with flexibility *1

Mr. Moncada motioned to approve the agenda and Ms. McConnell seconded. The motion passed unanimously.

b. Approval of minutes from 6/2/2020 and 6/22/2020 *2, *3

Mr. Moncada motioned to approve the agenda and Mr. Tolley seconded. The motion passed unanimously.

3. Quality Services and Capacity Building

a. Discussion and review of Profit and Loss Statements *4, *5

Mr. Tolley and Ms. Takacs provided an overview of the Profit and Loss Statements. A discussion took place about the effect COVID has had on Food Service.

4. Assessment of Needed Services and Collaboration with all Stakeholders

a. Update and approval of Member Needs Survey *6

Mr. Pahl shared with the members the format of the completed Member Needs Survey. It was discussed and decided that the survey would be sent out next week and reviewed during the next collaborative call with PCSNM. Ms. McConnell motioned to approve the Member Needs Survey and Ms. Callahan seconded. The motion passed unanimously.

5. Marketing ACES Services

a. Discussion and approval of Marketing Committee report

b. Update of final marketing materials *7, *8

Mr. Moncada and Ms. Takacs presented the final marketing materials and gave an overview of the Marketing Committee report. Mr. Moncada motioned to approve the marketing materials and Ms. McConnell seconded. The motion passed unanimously.

6. Building Financial Capacity

a. Discussion and approval of Finance Committee report

Mr. Tolley gave the Finance Committee Report and reviewed the Bank Reconciliation, Balance Sheet, Disbursements, BAR 5 and BAR 1, Invoice for Reimbursement, and the Finance Summary Sheets. Ms. McConnell moved to approve the Finance Committee

report and Eric Ahner seconded. The motion passed unanimously. Mr. Tolley also presented the current policy for Electronic Signatures to include a statement that clearly states acceptance of electronic signature on checks and the procedure for internal controls. Mr. Moncada motioned to accept the policy and was seconded by Ms. McConnell. The motion passed unanimously. Mr. Tolley presented the proposed Credit Card Policy. The committee would like a separate section to be added to the Finance Committee agenda to review credit card statements during each meeting. Mr. Moncada moved to approve the Credit Card Policy and was seconded by Ms. Callahan. The motion passed unanimously.

7. Organizational Structure

a. Discussion and approval of Governing Documents Committee report

Ms. Callahan shared the Governing Docs Committee report that included discussion that the two meetings within our current governing structure that fall under the Open Meetings Act are our JPA Membership Annual Meeting and our Executive Committee Meetings. Mr. Moncada made a motion to approve the Governing Docs Committee report and Ms. Callahan seconded. The motion was passed unanimously.

b. Nomination of Vice President

Mr. Moncada made a nomination of Casey Benavidez for the office of Vice President.

c. Staffing Updates

Ms. Takacs gave an update on staff explaining the disbursement of roles that have been placed from Max to Lorrie and Nancy. She also explained that Max will stay on as Director of Procurement/Maintenance.

d. Executive Director's Report

Ms. Takacs reported that there are 3 schools currently using the Thermal Scanners. She discussed areas of streamlining processes such as electronic signatures. She has been meeting with vendors, employees, and charter leaders. She notes opportunities for growth might be ERate and Title IX. The committee recommended that she look at past ED reports for idea on what to report on each meeting. Ms. McConnell recommended a section to include "Forward Movement" to report on upcoming opportunities for ACES.

8. Determine Date and Time for the Following ACES Meetings

- a. Executive Committee – Dec. 1, 2020 @ 8:30
- b. Marketing, Membership, and Public Relations Committee – Nov. 20, 2020 @ 1:00
- c. Governing Documents Committee – Oct. 29, 2020 @ 1:00
- d. Finance Committee – Nov. 18, 2020 @ 9:00
- e. PCSNM Virtual Annual Conference – Nov. 13-14, 2020
- f. JPA Virtual Collaborative Call w/PCSNM – Dec. 7, 2020 @ 4:15

Executive Committee Members Present

Jesus Moncada Kelly Callahan Casey Benavidez
 Eric Ahner Susan McConnell Mark Tolley

ADJOURN – Mr. Moncada moved to adjourn the meeting and it was seconded by Kelly Callahan. The motion passed unanimously. The meeting was adjourned at 10:44 a.m.

APPROVED


Jesus A. Moncada (Dec 1, 2020 10:18 MST)

Executive Committee President


Kelly S. Callahan (Dec 1, 2020 13:06 MST)

Executive Committee Secretary