



The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING MINUTES
July 27, 2021

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

*Eric Ahner called the meeting to order at 9:36am and a Quorum was determined based on attendance of Executive Committee Members. Christy Takacs introduced Kimberly Ritterhouse and Jon Orris as new members to the executive committee.

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility
- b. Approval of minutes from 6.18.2021 *

*Eric Ahner entertained a motion to approve the agenda with flexibility and the meeting minutes from June 18, 2021; Alexandra Boyd motioned to approve; Matt Pahl seconded the motion; motion passed

3. Quality Services and Capacity Building

- a. n/a

4. Marketing ACES Services

- a. n/a

5. Building Financial Capacity

- a. Discussion and possible approval of Proposed 2021-2022 Budget*

*Christy Takacs shared the actuals of the proposed 2021-2022 budget as reflected by the end of the fiscal year. The actuals show a negative balance of -\$21,667.05. Christy showed how ACES has improved the bottom line since January. Jon Orris asked about Cadre Services (as a new member). Christy explained the purpose of the Cadre Service and highlighted a few of the services provided to charter schools. Christy discussed the procurement budget – she and Chris Narkun worked together to set a clear picture of where we are heading as a company and to create a conservative budget. Christy discussed the substitute program and its potential for growth in Las Cruces. All of the charter schools in Las Cruces have signed up for ACES substitute services. Amber continues to recruit substitutes for Albuquerque as well. Christy also noted growth in the Charter Marketplace program. She receives weekly contact from companies wanting to be vendors of the Marketplace. Christy discussed the reasons administrative costs continue to remain high at this point – including adding a full-time Executive Director. Christy discussed the maintenance program and the changes that were made for better support and use of administrative costs.

Christy Takacs called for questions. Matt Pahl asked how conservative the budget is and if it can withstand disruptions to the school year. Chris Narkun commented that as a company that works to support charter schools, it is most profitable when schools are actually in session. He sees the potential for meeting the conservative budget once that happens. Matt Pahl also asked if Legal services and maintenance services were continuing to pick up and be profitable. Chris Narkun indicated that those services remain year-round despite any potential disruptions to the school year.

*Eric Ahner entertained a motion to approve the 2021-2022 ACES Budget; Bridget Barret motioned to approve the 21-22 budget; Matt Pahl seconded the motion; motion passes

- b. Audit update

*Christy Takacs noted that the audit was underway, and they were collecting information and starting the process. Nancy Bangs indicated that she spoke to the person who would be conducting the audit this year and answered a few questions to get started with the process.

6. Organizational Structure

- a. Swearing in of new Executive Committee members
 - i. Kimberly Ritterhouse
 - ii. Jon Orris

*Christy Takacs introduced the new members to the committee and asked them to show their ID's for Nancy Bangs who will notarized the signed oaths. Kimberly Ritterhouse and Jon Orris read their oaths aloud to the committee, signed their oath and showed them to Nancy. They will send the hard copies to her for notarizing.

- b. Executive Director's Report
 - i. Approval of Reimbursement*

*Christy Takacs shared her travel reimbursement summary and discussed the three entries – called for questions. Eric Ahner entertained a motion to approve Christy's Travel Reimbursement; Jon Orris made a motion to approve; Alexandra Boyd seconded; motion passed

*Christy Takacs also discussed that there were 8 new charter schools which joined ACES. Christy called for questions or comments on her Director's Report – none were asked

7. Determine Date and Time for Next Meeting

- a. Executive Committee - October, January, April, July

*October 20, 2021 at 9:30am meeting was set

- b. Finance Committee

*Date for the Finance meeting was tentatively set for October 13, 2021 at 9:30

ADJOURN – Eric Ahner entertained a motion to adjourn at 10:10am; Alexandra Boyd motioned to adjourn; Bridget Barrett seconded; motion passed

Executive Committee Members

Eric Ahner, President Casey Benavidez, Vice President Mark Tolley, Treasurer
 Bridget Barrett, Member Alexandra Boyd, Member Jesus Moncada, Member
 Matt Pahl, PCSNM Ex Officio

Attendees

Christy Takacs, Executive Director Chris Narkan, Director of Finance and Procurement
 Sharon Myers, Admin. Asst. Nancy Bangs, AP Kimberley Ritterhouse
 Jon Orris

APPROVED



Eric Ahner, ACES President



Alexandra Boyd, ACES Secretary

*Denotes Action Items