



**The Association of Charter School Education Services  
ACES EXECUTIVE COMMITTEE MEETING MINUTES  
January 25, 2023 @ 9:30 am**

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

- A Quorum was determined, and the meeting was called to order at 9:32am

**2. Consent Agenda and Minutes**

- a. Approval of agenda with flexibility \*
- b. Approval of minutes from 10.26.2022\*
- Bridget Barret called for discussion about the agenda and the minutes from the last meeting; none given; Bridget Barrett entertained a motion to approve the agenda with flexibility and to approve the minutes from the last meeting of 10.26.2023; Kimberly Ritterhouse made a motion to approve; Eric Ahner seconded the motion; motion passed.

**3. Quality Services and Capacity Building**

- a. Ratify RFP Contracts\*
  - i. 22-005 - APIC, ATI Security, B&D Industries, Intraworks, PC Automated Controls, SchoolPass
  - ii. 22-006 - JMP Academy, LSG and Associates
- Christy Takacs discussed the new RFP contracts as listed; called for questions; none asked; Bridget Barrett entertained a motion to ratify RFP contract 22-005 and 22-006; Eric Ahner made a motion to approve; Mark Tolley seconded the motion; motion passed.
- b. New Participating Entity - NM Courts
  - Christy Takacs discussed the upcoming agreement with New Mexico Courts indicating that this contract has the potential to be very profitable; this opportunity could lead to more work with local, state and county governments.

**4. Marketing ACES Services**

- a. PCSNM Conference
  - Christy discussed attending the conference and sponsoring a refreshment table; she was afforded the opportunity at the lunch break out session to hold ACES Annual JPA Board Meeting with charter leaders and vendors.
- b. New Vendor Zoom
  - Christy and Tammy West organized a zoom call with many of the new vendors; they discussed ACES and how we operate, specifically billing, invoicing, third-party agreements, etc. She called for questions – none asked.

**5. Building Financial Capacity**

- a. Discussion and approval of Finance Committee report\*
  - Mark Tolley shared the minutes from the Finance committee meeting on 1.18.2023; Mark asked Christy to discuss the highlights of the P&L report;

Christy shared that ACES was in the positive for the first time in 2 ½ years; she highlighted that ACES was right on track with its budget after Q2 ; she shared that advertising for the PCSNM conference was not in the original budget and that some securities project started last year were completed this fiscal year. She also indicated that \$11,000 was received from Herrera transportation and that they were still waiting on Q2 payment from Shamrock Foods. Christy discussed the upcoming RFP for Facility Maintenance Services; the intent is to relieve Tammy of facilities maintenance so that she can focus on procurement. Mark Tolley praised Christy's work for the last 2 and half 1/2 years to make ACES profitable and thriving. Bridget Barrett entertained a motion to approve the Finance Report and Executive Director's Reimbursement; Kimberly Ritterhouse made a motion to approve; Stephanie Becker seconded; motion passed.

## 6. Organizational Structure

- a. Executive Director's Report
  - i. Upcoming RFP's
  - ii. Sub Platform change
- Christy shared that ACES is no longer using InstaSub; after an ownership change, we have encountered multiple problems; she indicated we closed our account with InstaSub and are now working with EZ School App which Sharon has worked hard to set up this semester. The change should be more cost effective.

## 7. Determine Date and Time for Next Meeting

- a. Executive Committee – April 26, 2023 9:30am
- b. Finance Committee Meeting – April 19, 2023 9:30am

**ADJOURN: Jon Orris made a motion to adjourn; Noel Nunez seconded; meeting adjourned at 9:57am**

## **Executive Committee Members**

Bridget Barrett, President     Kimberly Ritterhouse, Vice President     Mark Tolley, Treasurer  
 Jon Orris, Secretary     Eric Ahner, Member     Noel Nunez, Member  
 Jesus Moncada, Member     Stephanie Becker, Member     Matt Pahl, PCSNM Ex Officio

## **Attendees**

Christy Takacs, Executive Director     Katherine Moore, Director of Finance  
 Sharon Myers, Admin. Asst.     Tammy West