



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

March 9, 2021 @ 8:30 a.m.

Join Zoom Meeting - Meeting ID: 829 4440 9558 Passcode: 852000

<https://us02web.zoom.us/j/82944409558?pwd=VWhoNldCZ3FJQWdrMGY3L2ZVTXpXUT09>

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

- Eric Ahner and Christy Takacs introduced the attending members and guests and called the meeting to order at 8:30am after determining a quorum.

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
 - b. Approval of minutes from December 1, 2020 *:
- Eric Ahner entertained a motion to approve the agenda with flexibility and the minutes from the December 1, 2020 meeting. Alexandra Boyd moved to approve; Bridgett Barrett seconded the motion; motion passed unanimously.

3. Receive Audit Report as Presented by the Auditor:

- Farley Vener from Hinkle and Landers reviewed the findings of the 2020 ACES Audit; sharing a PowerPoint presentation. The audit was completed on September 30, 2020 and has been released to the public. It was noted that there were some initial IT issues which made it difficult to access the audit evidence, but it was acknowledged that the problem appears to be solved. Mr. Vener shared the findings, including a list of recommendations such as updating policies and improving procedures. Mr. Vener then discussed net assets over a five-year period. Mr. Vener called for questions or comments and finding none he excused himself from the meeting. Members should reference the corresponding audit report for more details.

4. Discussion and nomination of ACES Secretary*:

- Eric Ahner called for nominations for a new ACES Secretary. Susan McConnell indicated that the Marketing and Membership committee would nominate Alexandra Boyd as Secretary. Eric Ahner entertained a motion to approve the nomination; Mark Tolley moved to approve; Eric Ahner seconded the motion; motion passed unanimously.

5. Quality Services and Capacity Building

- a. Update on current RFPs – Business Management Services: Max Luft discussed the current RFP for Business Management Services. Max indicated four proposals have been submitted for providing Business Management services.
- b. Upcoming RFPs – Max Luft indicated there is an upcoming RFP for Legal Services, which ACES has not done before, but is needed by members.
- c. Procurement/Maintenance updates: Max Luft shared that Service Master was awarded the contract for Cleaning Services and will likely offer a cheaper and better service than previous vendor. The company that holds the current contract has declined to renew. Max indicated that there would be additional RFP's next year to include Landscaping and Food services (both bulk and fixed priced food), and Ancillary Services.

*Max called for questions or comments – none given at this time

6. Marketing ACES Services

- a. Overview/discussion of Marketing & Membership Committee report
- Christy Takacs led the discussion. ACES has added three new charter members and is working on a fourth. Christy Takacs shared what she has been working on for marketing ACES: ACES 101, new Mentorship program with Jenn Pena; PCSNM Charter Leader calls, FB, Website and Newsletter updates. Additionally, Christy discussed the substitute program and getting potential staff interviewed and hired now that students may be going back to school. Christy Takacs also talked about the ACES survey findings to include an interest in legal services, policy and bank services, compliance paperwork, mental health support opportunities and surplus equipment solutions – including FB Charter Clutter group. Christy called for questions – none asked. Jesus Moncada shared that he liked the idea of the Charter Clutter FB group.

7. Building Financial Capacity

- a. Discussion and approval of Finance Committee report*
 - i. Discussion and review of Actual and Budget YTD Line-Item Comparison Report
 - b. Discussion of reports desired each quarter
- Mark Tolley discussed the Finance Committee Report findings. He reviewed the minutes from the committee meeting from February 24, 2021. Christy Takacs shared a Year-to-Date report that the committee felt presented a useful snapshot of ACES finances. Christy Takacs called for questions or comments. Mark Tolley shared that the committee felt this report offered the best preview of the financial status of ACES. Eric Ahner added that while this report was a useful tool it was important to have all of the detailed reports added to the agenda for public record. Eric Ahner entertained a motion to approve the Finance Committee Report, to include Executive Director's Quarterly Reimbursement; Susan McConnell made a motion to approve; Jesus Moncada seconded the motion; motion passed unanimously.
- c. Approval of Casey Benavidez as check signer*

- Christy Takacs indicated that a second check signer was needed at least until QuickBooks was up and running at the end of the month. At that point signatures will be electronic. Eric Ahner entertained a motion to approve Casey Benavidez as an additional check signer; Jesus Moncada made a motion to approve; Alexandra Boyd seconded the motion; motion passed unanimously.

8. Organizational Structure

- Governing Documents Committee did not meet this quarter
- Executive Director's Report
 - Update on Governing Document Revisions: Christy Takacs noted that the new JPA, Bylaws, and Policy amendments have been revised and added to the website. All required documents will be sent to OSA for signature soon.
 - Changes to Dropbox/G-Drive: Christy Takacs discussed a need for improvements in sharing documents with committee members and JP Membership Board. Christy and Max have been discussing and working on moving documents from Dropbox to G-Drive for ease and convenience of sharing. They will continue to work on that process
 - Suggestions for improvement or progress: Christy Takacs called for comments and suggestions for ways she can continue to improve. Jesus Moncada stated that he felt she was doing good job at marketing and promoting ACES and to keep up the good work.

9. Determine Date and Time for Next Meeting

- Executive Committee – June 8, 2021 at 8:30am
- Finance Committee Meeting – May 26, 2021 at 9:00am

ADJOURN: Eric Ahner entertained a motion to adjourn; Jesus Moncada moved to adjourn the meeting; Mark Tolley seconded the motion; meeting adjourned at 9:24am.

Executive Committee Members

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

Attendees

Christy Takacs, Executive Director Max Luft, Dir. Of Procurement
 Sharon Myers, Admin. Asst. Farley Vener
 Amber Le

Approved – 6/18/2021



Eric Ahner, Executive Committee President



Alexandra Boyd, ACES Executive Committee Secretary