



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

September 21, 2021 @ 10:00 am

Join Zoom Meeting –

<https://us02web.zoom.us/j/81650646397?pwd=THpzRTZFmJxOE5nL0FQMVRmUT09>

AGENDA

1. Introductions of Members and Guests, Call to Order, Determine Quorum
 - Christy Takacs established a quorum at 10:03 am
 - Eric Ahner called the meeting to order at 10:03 am, no introductions of new members necessary
2. Approval of Consent Agenda with flexibility*
 - Eric Ahner called for approval of the agenda with flexibility
 - Mark Tolley made a motion to approve the agenda; Kimberly Ritterhouse seconded the motion; passed unanimously
3. Discussion and approval of additional staff position*
 - Eric Ahner discussed the need for having a special meeting to approve a new position of Business Office Clerk as designated by the bylaws. He suggested that in the future the bylaws be changed to give the Executive Director autonomy to create a position and hire as needed
 - Christy Takacs discussed the need for the office clerk position to help get documents organized and to create a process with which the auditors can easily have access to necessary information. Additionally, the business office clerk will attend to tasks intended to free up time for the Business Manager to complete their individual job requirements. The job will be part-time and temporary (6 months) and will be reevaluated at that time.
 - Christy also shared the budget figures for administrative costs to outline that ACES can afford to hire this part time position.
 - Christy called for questions – none asked.
 - Eric Ahner called for a motion to approve. Kimberly Ritterhouse made a motion to approve; Bridget Barrett seconded the motion; motion passed unanimously
4. Approval of Chris Narkun as check signer*

- Christy Takacs discussed the need to add Chris Narkun as an additional check signer for ACES
- Christy called for questions or discussion – none asked
- Eric Ahner called for a motion to approve Chris Narkun as a check signer; Mark Tolley made a motion to approve; Jesus Moncada seconded the motion; motion passed unanimously

5. Date and Time for Upcoming Meetings

- a. Executive Committee – Oct. 20th at 9:30 am
- b. Finance Committee Meeting – Oct. 13th at 9:30 am
- c. Set Audit Exit Meeting

ADJOURN : Meeting was adjourned by Eric Ahner at 10:15 am

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the ACES Executive Director (ed@nmaces.org) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Executive Director at the offices of the ACES if a summary or other type of accessible format is needed.

Executive Committee Members

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Eric Ahner, President | <input type="checkbox"/> Casey Benavidez, Vice President | <input checked="" type="checkbox"/> Mark Tolley, Treasurer |
| <input checked="" type="checkbox"/> Jesus Moncada, Member | <input checked="" type="checkbox"/> Bridget Barrett, Member | <input type="checkbox"/> Alexandra Boyd, Member |
| <input type="checkbox"/> Jon Orris, Member | <input checked="" type="checkbox"/> Kimberley Ritterhouse, Member | <input type="checkbox"/> Matt Pahl, PCSNM Ex Officio |

Attendees

- | | |
|--|---|
| <input checked="" type="checkbox"/> Christy Takacs, Executive Director | <input checked="" type="checkbox"/> Chris Narkun, Dir. Of Finance/Procurement |
| <input checked="" type="checkbox"/> Sharon Myers, Admin. Asst. | |

Approved Date



Eric Ahner, President



Alexandra Boyd, Secretary