



Cannon Beach Academy Board Meeting Minutes

Virtual Meeting

Wednesday, Nov 16 2022 | 6:00 – 7:00pm

Join: <https://meet.google.com/kaf-kswg-kth>

(US) +1 304-548-9035 PIN: 141579204#

Board Members: President Phil Vincent, Vice-President Sean Radway (on-line), Treasurer Barb Knop, Secretary (on-line) Alec Holser, Board Member Christine Coulter, board member.

Quorum is present.

Director: Ryan Hull

Approval of tonight's agenda Alec Holser moves to approve the agenda, Christine Coulter seconds, motion is approved.

Approval of previous meeting minutes October 19, 2022 Alec Holser moves to approve the agenda, Christine Coulter seconds, motion is approved.

Review/approval of financials:

- **P&L and Balance Sheet** - Sean Radway moves to approve, Christine Coulter seconds, motion carries
- **Expenditure report** - Sean Radway moves to approve, Christine Coulter seconds, motion carries ● **Journal Entries** - Sean Radway moves to approve, Christine Coulter seconds, motion carries
- **Petty Cash reconciliation** - There was no Petty Cash transactions
- **Funds transfers** - Funds transfer from MM to checking account # *7328 in the amount of \$15,000.00
Funds transfer from MM to checking account # *5881 in the amount of \$15,000.00
Sean Radway moves to approve, Christine Coulter seconds, motion carries

Directors Report Parent / Teacher Conferences – Coming up Nov 21 / 21. School until noon Monday

- **Lamp Lighting** - Dec. 5th two of our 5th graders will be the lamp lighters- plus Holiday songs- we should take a good picture.
- **Holiday Concert** - Dec 14th Community Church. 6 pm. PTO will be doing refreshments / fundraising ● **Cannon Beach American Legion Christmas basket program** - There are forms for parents to fill out/ for families in need. In the past it was only for Cannon Beach families but this year they have agreed it will be for all CBA families in need regardless of where they live.
- **Report Cards** - The first week of December report cards will go out.

Old Business

- **Policy Updates** - The formatting has been updated and some policies have been updated. The policies will be placed on the website when the final review is completed and approved by the board. ● **Audit update** - no new update
- **Website Committee update** - Alec requested the names of parents interested in joining the committee.
- **Side Deck / Ramp project update** - Got some additional bids. They were higher, so it was decided to go with Coaster. It is on the schedule for Winter Break.

Action Items

- **Strategic Plan** - The school district asked us to do a strategic plan pre-covid but that was put on hold. We have not heard from them likely due to the pandemic. Barb suggested we have it completed before school

starts next year. We have an example in the directory that was started previously.

- **Classroom Lighting** - Alec is working with an electrician to see if a grant is available.
- **Advertisement / Publication** - Three board members agreed to \$200 each donation.

New Business

- **A PR committee has been suggested** - We need to get the message out to a broader constituency. Could we communicate with the Seaside District or are they not interested in publicizing the CBA options? The Nehalem pre-school is a good source of future students - Barb K. is going there to have a meeting in March / April. There are two parents there that could sign up. January should be a push out for PR. Alec is interested.
- Do we have anyone who is marketing? Should we hire someone to redo the website? ● **Staff Retention and Incentive Grant** - From ODE during Covid - we got more than what our budget. When we are imagining this grant we expected it to be for their salaries or appreciation for what they have done. Mr. Hull proposes it be utilized as a bonus at Christmas. Should we utilize extra funds for a staff bonus is the question. The budget line item was \$5,998, but the actual amount received was \$10,215.46. The board decision is tied to the yearly budget so it is a board action required to utilize the additional funds for bonuses. Our current 2022/2023 deficit would be about \$104,000. Barb suggested that we wait until the December board meeting to further discuss.
- **Zettle PayPal - fundraiser payment systems.** The PTO is interested in whether an on-line payment system would be helpful. There are several systems out there including Paypal (which we have an account) and GiveCampus which is a whole program - with a cost of between \$1,000 or \$4,000. Alternative - Paypal has Zettle which is like Square. The alternative is to contact Columbia Bank to see if we can get a QR code to do deposits. Phil will work with Barb to get the QR code set-up.
 - **PTO collection of money** - Is it an issue for the PTA to collect money at events? This is why we have a board member to pick up the collection jars. A board member should be present when money is taken. Next PTO meeting is Nov 28th or 29th and we want to present them with an alternative payment system.

Good of the order

- Barb K. remarked on her recent election as the Cannon Beach mayor. She reminded everyone that she plans to continue by involvement with CBA, but is going to set boundaries between being a board member and any actions at the city level. She noted that as CBA is a non-profit the conflicts of interest are minimal based on any city decisions or votes.
- Phil V. thanked Barb K. for all you have done for the CBA and respect your ability to keep these two things separate.
- Next meeting December 15th at 6 pm

Adjourn 7:30 pm