



# Cannon Beach Academy Board Meeting Minutes

**Meeting held via teleconference**

**Wednesday, March 16 · 6:00 – 7:00pm**

**Google Meet joining info**

**Video call link: <https://meet.google.com/kaf-kswg-kth>**

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

**Quorum - Board members - Phil Vincent-President, Barb Knop-Treasurer, Sean Radway-Vice President, Alec Holser-Secretary**

**Faculty - Director Ryan Hull**

**Approval of tonight's agenda -** Sean Radway move to approve the agenda, Barb Knop seconds. Motion Carried

**Approval of Previous Meeting Minutes -** Sean Radway moves to approve the previous meeting minutes, Barb Knop seconds. Motion Carried - Barb Knop will edit the last meeting minutes for correct formatting and send to Alec

**Review/approval of financials:**

- **P&L and Balance Sheet -**
  - There was a discussion of the entry for the Fire Hydrant project. It was noted that the City required that CBA pay for a hydrant when the school moved into the building and that the payments to the company that installed it were spread over a number of years. Barb Knop will check the timing of when it will be fully paid off which should be relatively soon.
  - There was a discussion of the PPP loans and their impact over the last several years on the schools financials. Barb Knop indicated that both PPP loans have been forgiven by the bank and that the the PPP loans and Covid grants were very important for operating costs during the pandemic. Alec Holser asked what the next school year financials will look like without those income streams and Barb Knop noted that the next year's budget is due June 30th so we will be reviewing that soon.
  - Sean Radway moves to approve the financial reports as of Jan 31<sup>st</sup> 2022. Alec Holser seconds. Motion carried.
- **Expenditure report -** Sean Radway moves to approve the Expenditure report as of Feb 28<sup>st</sup> 2022. Alec Holser seconds. Motion carried.
- **Journal Entries -** Sean Radway moves to approve the Journal Entries reports as of Feb 28<sup>st</sup> 2022. Alec Holser seconds. Motion carried.
- **Petty Cash reconciliation -** No new petty cash. Sean Radway moves to approve the Petty Cash I reports as of Feb 28<sup>st</sup> 2022. Alec Holser seconds. Motion carried.
- **Funds transfer from MM to checking account # \*7328 in the amount of \$ \$27,439.46** Sean Radway moves to approve the transfer. Alec Holser seconds. Motion carried.
- **Funds transfer from MM to checking account # \*5881 in the amount of \$ 24,827.81** Sean Radway moves to approve the transfer. Alec Holser seconds. Motion carried.

**New Business** - Sean noted that there will be an executive session on March 30 at 6pm to discuss the permanent Director position.

**Director's Report**

- **Enrollment**- Is at 47 students - one student came back.
- **Oregon Jobs Fair**- The fair allows schools to interview potential teachers / substitutes from across the State. We had two substitutes but they are no longer available. The fair costs \$750.
- **Healthy Heart Challenge** - Goal was \$1600 dollars. The school raised a total of \$2,007.22 dollars. Mrs Jay's class was the winner and Mr. Hull dyed his hair and beard green and blue. The school also had an all school dance by the staff, ice cream and Encanto movie party.

**Old Business** - none

**Good of the order** - none

**Adjourn** -