



NEO Board of Directors Meeting Minutes

Wednesday, March 15, 2023

The March 2023 meeting of the NEO Board of Directors commenced at 8:02 AM at the NEO Center.

A quorum was not present.

Present: Mark Lutze, Frances Vega, Paul Schreiner (zoom), and Wynton Jones (tardy)

Absent: Amelia Boggess, Isaac Carr, Shawn Massa, Rachel Scanlon, Tim Woloszyn

Also Present: Rebecca Reiner, Jennifer Jennings, and Adrienne Carrol

1. Consent Agenda: The March Consent Agenda was tabled to the April meeting since a quorum was not present. Isaac did email that he had reviewed the February credit card and bank statements and found no improprieties.

2. Financial Updates: Jennifer reported out the following:

- We are still waiting on our 4th and final ERTC check
- The auditors are still processing the 2022 audit
- The turn-around time for reimbursements from the ARPA funds has been around two weeks
- The 2023-2034 budget work is underway.

Additional – Isaac emailed that he had reviewed the bank and credit card statements for February and found no improprieties.

3. Quick Updates

- Rebecca reported on educational legislation that is now mid-point. She thanked everyone who added their name to the link she sent about school funding and encouraged all to forward it to others who may want to support this. The Board discussed the need to strengthen individual and collective board and staff understanding of key issues. Rebecca will work on this.
- Rebecca informed the Board that we have final drawings for the child care center being sent to the State. This is the next step prior to applying for city permits – both steps can take up to three months. During this time we will continue to identify funds for this project.
- Rebecca shared a DRAFT one-page (double-sided) Rising Up fundraising letter for Board input at the April meeting.

4. Committee Reports and Discussion

Governance Committee: Frances reported that she and Amelia met to work on three main tasks:

- a. **Policies** – they will establish a schedule for reviewing and updating Board Policies.
- b. **Executive Director Search:** Frances will present a draft timeline with action steps/benchmarks at the April Board meeting
- c. **Board Training-** Frances suggested scheduling a “Board Retreat” on August 16 to include specific Board Training, review of Mission, and other items to be determined. Mark and Paul agreed that this was a good idea. This would be a four-to-six-hour retreat.

Committees Discussion: Mark raised issues that were discussed at last month’s meeting about committees. He suggested, and Paul and Frances concurred, that there should be a distinction between a **Board Committee** (such as Governance, Finance, and Facility & Property) and **NEO Advisory Committees** (Enrollment, College & Career, Community Engagement, etc.) Frances reminded the

Board that Amelia is working on defining the framework for these committees as identified in the February Meeting minutes and she will plan to present a draft at the April Board meeting.

5. Strategic Plan Work: Rebecca updated the Board on the Strategic Plan work in progress. The NEO Strategic Plan Team is finalizing the assignments of year one action steps and the Friday team led the NEO team in a branding and messaging workshop on Friday, March 10.

6. 2023-2024: The Board the process for identifying both Board and Organizational goals for 2023-2024. Mark suggested that the Board and Rebecca look forward to the Spring of 2025 and think about what we want NEO to look like at that point and work backwards to identify what needs to be in place over the next two years to meet this vision, opportunities, and challenges. More to come on this!

Adjournment: France moved to adjourn the regular meeting of the NEO Board of Directors at 9:05 am and move into Executive Session. The motion was seconded and approved unanimously.

Executive Session: The Board moved into Executive Session at 9:05 and adjourned the Executive Session at 9:25 AM.

Respectfully Submitted by Rebecca Reiner

Approved by Mark Lutze, *Secretary*:



A handwritten signature in blue ink, appearing to read 'Mark Lutze', is written over a horizontal line. The signature is stylized and cursive.

4/17/23