



## NEO Board of Directors Meeting Minutes Wednesday, October 16, 2024

The October 16, 2024 meeting of the NEO Board of Directors commenced at 8:03 AM at the NEO Center.

**Present:** Sam Burgett, Amelia Hessling, Mark Lutze, Richard Severe, Lupe Valtierra, Frances Vega, Scott Williams

**Absent :** Dexter Harris, Wynton Jones

**Also Present :** Adrienne Carrol, David Shepherd, Jennifer Jennings. and Rebecca Reiner

1. **Introduction and Mission Moment:** Adreinne Carrol introduced David Shepherd who received the 2024 Adult Educator of the Year award at the annual Indiana Adult and Continuing Education (IAACE) conference. David shared with the board highlights of his over 25 years (?) of teaching adult education and his commitment to his students.
2. **Consent Agenda:** The Board reviewed the Consent Agenda for the items listed here. Mark moved to approve the consent agenda. The motion was seconded and approved unanimously.
  - a. **September 18, 2024 Board Meeting Minutes**
  - b. **Financial Reports:** August 2024 financial statements and September 2024 docket  
Scott Williams, NEO's Treasurer, noted that he had reviewed the credit card and bank statements and found no irregularities.
  - c. **Director's Report**
3. **Financial Committee update:** Scott reported that he, Jennifer, Rebecca, and Kevin Davis from Indiana Charter met on Friday October 11 to review the proposed budget, cash flow, and proposed strategies to mitigate the challenges we face this year. He stated that the committee approved the budget that is before the board for approval with the understanding that there needs to a team effort for recruitment and fundraising.
4. **2024-2025 Final Budget:** Scott made a motion that the Board approve the 2024-2025 budget as presented. The motion was seconded and approved unanimously.
5. **Ball State Charter Renewal:** Rebecca reported that Jamie Garwood and Dawn Miller from Ball State's Office of Charter Schools were onsite at NEO on Monday and Tuesday (10.14 & 15.) Frances shared the positive comments that were voiced at the Monday community input meeting that included former Portage Mayor Sue Lynch, two high school students, and a parent of a NVHS student. There was an in-depth discussion about the role the school can play with the local business. Rebecca also reported that the BSU team had many positive comments about what they saw in the classrooms in terms of instruction and student engagement. The final renewal decision will not be sent until March 2025.
6. **ED Selection Committee:** Frances reported that she and community representative on the committee, Adam O'Doherty met once to lay out next steps.
7. **Training Academy Construction Loan:** Rebecca shared the Terms sheet for the construction loan with 1<sup>st</sup> Source Bank for the development of the Training Academy. The next step will be the appraisal of the property that will cost between \$2,500 and \$3,500. Mark moved that Rebecca be authorized to proceed with the next steps of this process. The motion was seconded and approved unanimously.

8. **Recruitment Updates:** Rebecca shared the updates to NEO's student recruitment and retention initiatives, especially with the resignation of Collin who had been at the helm of some of these efforts. She asked Board members and NEO staff to **adopt a place** in NEO's service area to place material at and to cultivate relationships with the key referral partner there. She will send out a google sheet for this.

9. **Adjournment:** The meeting adjourned at 9:30 AM.

Respectfully Submitted by Rebecca Reinert

Approved by Mark Lutze, *Secretary:*



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