

Minutes from the Board Meeting of the ISLA Affiliated Building Company (“ISLA ABC”)

Held on September 13, 2016

Board Members in Attendance: Jen Dellmuth, Natalie Wobbema, Maria Cisneros

Guests in attendance: none

The meeting commenced at 7:40 pm.

The following topics were discussed during the meeting:

1. June 22 2016, minutes. Ms. Dellmuth moved to approve the June 22, 2016 minutes. Ms. Wobbema seconded. The minutes were approved by unanimous vote.
2. June financial statements. The June financials are still being audited. The Board discussed the financial statements provided by Ms. Wobbema. Ms. Wobbema is still planning on discussing with Mr. Mahlen whether to include budget information with the financial statements going forward. Ms. Wobbema also has a few questions on the financials to discuss with Mr. Mahlen. The Board also discussed that the ABC budget was based on ISLA’s budget, which was based on an enrollment of 316; current actual enrollment is 317. The final school budget per MDE will be based on enrollment as of October 1. Due to the enrollment change, Ms. Wobbema will modify the Exhibit B to the Lease slightly increasing base rent. Mr. Perrin has not submitted the Lease Aid application, so he can submit Lease Aid with the updated rent amount once that is finalized. (The Lease Aid application is not due until December.) The Board discussed the potential impact of the roof expenditure (see below) on the budget, as we currently expect the actual cost to be below this figure. Once we know, we can adjust the budget accordingly if necessary.
3. Insurance. Ms. Cisneros is working to obtain quotes from up to three potential vendors for our property and D&O insurance, but she has not yet received needed information from our current vendor to obtain additional quotes. Ms. Cisneros will check with Jen Jouppi to see if she has the needed information. Ms. Wobbema confirmed for Ms. Cisneros that we have not made an insurance claim to-date. At least one of the current policies expire Oct. 16, 2016.
4. Reporting Requirements. Financials through September are due in October. The Board will review and approve via email so they can be sent to IFF. The Audit is due to IFF November 30, and certificates of insurance must be provided in January.
5. Roof Update. Mr. Perrin provided the ABC board an update regarding the roof repairs via email prior to the meeting. He has made 2 payments (\$12,566.66 and \$6283.34, respectively) totaling half of the bid amount; another 20% is due this week and the final 30% upon completion. The final bid was \$37,700, with up to \$9,000 in contingencies (approximately one-half of the \$80,000 approved for this expenditure). There have been some delays due to weather, but Mr. Perrin expects the job to be completed with the next few weeks.

6. Easements. There has been no action on the Easement since the last meeting. Ms. Wobbema will confirm with Mr. Perrin and Mr. Babula who is taking the lead on keeping the Board updated regarding the easement.
7. Grounds Plan. There were no updates on the Grounds Plan.
8. Energy Audit/Lighting Upgrades. Ms. Wobbema provided additional information regarding the potential for increased energy efficiency with various lighting upgrades, as identified in the recent energy audits. There are rebates available for these upgrades, but there would still be a substantial cost to the school. The upgrades are projected to pay for themselves in energy savings within two years. The Board discussed whether the school or the ABC would be responsible for paying for any approved lighting upgrades.
9. New Business. The Board discussed the need to determine when the HVAC would need to be updated (1/2 was done at the close of the acquisition; it is unknown at this time when the remaining half will need to be redone). Mr. Perrin is planning on having someone look at both the roof and the HVAC so that we can better estimate future repairs. Mr. Perrin is also looking at installing cages around the copper pipes on the roof for theft prevention. The Board also discussed the need to document the various building updates and likely future needs for budgeting and planning purposes (a "Reserve Study"). Ms. Cisneros believes she can provide a template Reserve Study to the Board. The Board agreed to schedule a working session prior to the next meeting for the purpose of working on a Reserve Study. Mr. Perrin and members of the ISLA Facilities Committee will be invited to this working meeting. Ms. Wobbema will also ask the Authorizer whether they have any templates or guidance in this area, and will also check whether MDE has a template.
10. Next meeting. The ABC Board will hold a working meeting on Saturday, October 29, 8:00 am – 9:45 am. Ms. Dellmuth will check with Mr. Perrin to determine whether he can come and if the meeting can be held at ISLA. Ms. Dellmuth will ask Mr. Perrin to extend an invitation to the ISLA Facilities Committee. The next ABC Board meeting has been scheduled for Wednesday, January 18, 2017 at 5:30 pm in the ISLA conference room.
11. Adjournment. Meeting adjourned at 8:35 pm.