



ACADEMY OF MEDIA ARTS
 (A California Non-Profit Public Benefit Corporation)
BOARD OF DIRECTORS – Special Meeting
MINUTES

August 13 2019 at 5:30 pm

The meeting will be held at Academy of Media Arts, 2009 W. Martin Luther King Jr. Blvd, Los Angeles, CA 90062

Public members are welcome to attend and provide comments. Conference call at 712 770-4010/ Pin 272340

OPEN SESSION

1. **Call to Order** – Meeting was called to order at 5:35p.m.
2. **Roll Call - Present:** John White, Afeez Tijani, Jessica Hutechson
 Lysa Liggins joined at 5:35p.m.
Absent: Chelsea Staebell **Also present:** Dana Hammond
Guests: CSMC presentation: Tom Nichols, Ena La Van and Jonnelle Fletcher
3. **Public Comments**
 COMMENTS ON AGENDA/NON-AGENDA ITEMS – None at this time.
4. **Action Items**
 - a. **Approval of Agenda**
Motion by: Afeez Tijani
Second by: Jessica Hutechson
Final Vote: Unanimous

Board Members	Aye	Nay	Abstain	Absent
Jessica Hutcheson	X			
Lysa Liggins	X			
Chelsea Staebell				X
Afeez Tijani	X			
John White	X			

- b. **Approval Resolution form by LACOE**

Motion by: Afeez Tijani
Second by: Jessica Hutechson
Final Vote: Unanimous

Board Members	Aye	Nay	Abstain	Absent
Jessica Hutcheson	X			
Lysa Liggins	X			
Chelsea Staebell				X
Afeez Tijani	X			
John White	X			

Academy of Media Arts has received a loan from CAM to cover its operational expenses during its planning year. LACOE resolution allows CAM to intercept the funds that would be paid to AMA. CAM would return the remaining balance once AMA pays the loan in full. There are 2 signatures required for resolution approval. Lysa Liggins will be providing additional signature by 8.14.19.

c. Approval of Academy of Media Arts Fiscal Policy

Motion by: Afeez Tijani

Second by: Lysa Liggins

Final Vote: 4 Ayes– Motion Passed

Board Members	Aye	Nay	Abstain	Absent
Jessica Hutcheson	X			
Lysa Liggins	X			
Chelsea Staebell				X
Afeez Tijani	X			
John White	X			

John - It's important to have a disseminated fiscal policy... When we have visits from LAUSD they want to be assured that we have a solid policy in place especially regarding making requests for expenditures. John went through policy line by line and says it looks good but may need minor updates.

Tom – This will be an evolving document. When the oversight team visits, they will quiz the AMA team regarding what is required to go to the board and segregation duties. The oversight team asks about 25 different questions and an accounting key is put on AMA's responses. LAUSD will have ideas on ways to improve policy after visit. The key is to make sure the board and office staff understands their role as it applies to these policies.

John - There needs to be threshold amounts of spending approved by the board. For example, the Principal is approved for certain amount and the CEO is approved to spend a larger amount. There also needs to be a system system if a teacher wants to spend money on items they need right away for the classroom. All in all, we must make sure funds are being expended in the best way.

d. Approval of Charter Safe Resolution

Motion by: Afeez Tijani

Second by: Lysa Liggins

Final Vote: 4 Ayes, 1 Absent.

Board Members	Aye	Nay	Abstain	Absent
Jessica Hutcheson	X			
Lysa Liggins	X			
Chelsea Staebell				X
Afeez Tijani	X			
John White	X			

One pager. This motion to join charter safe has passed.

e. Guests: Tom Nichols and Ena La Van

Overview –

ESMC is here to support AMA in the Board Meeting process. They will be working with Dana to prepare and review simple concise financials and compliant board agendas. ESMC will provide a financial board packet which includes a trend analysis for budgets, snap shot balance sheet, income statement, check register etc...

They will provide routine check-ins to support and keep the board informed of the financial status of AMA.

They will provide Dana with their recently published annual compliance calendar which includes what needs to be submitted to LAUSD. They will be available for board meetings via phone and in person.

CEO Report –

Schedule Facility Tour

Dana is inviting all Board Members to come see AMA's facilities this Saturday August 17th or Saturday August 24th. Please let Dana know your availability. Although the current AMA space is a bridge space, Dana and team has but a lot of thought and care into it.

Fundraiser Event Planning

Projected day will be in October 2019.

We are continuing our Capital Campaign for the year 2 permanent facility.

The current facility will not be able to hold us next year because we are adding another grade level.

We have been cultivating our database of donors since 2018 and being a New School grant winner put us on the radar of many possible donors that we hope to bring into the fold in the near future.

AMA Update

Our team is in our second week of training.

Last week we focused on professional development and this week we are starting our PBL training with Buck Institute which is the Gold standard for our curriculum.

Strategic Outreach Plan

We are hitting pavement and doing lots of outreach heavy this week in the local neighborhood and being active on social media. Please show your support by sharing our social media pages and posts.

We still need to push to increase enrollment until September.

Feel free to stop by and/or invite a friend to our Innovation X event this Friday August 16 2019 between 12:30 – 1:30pm. Our special guest will be Yoi Gayler, Associate Dean of Admissions at Otis College of Art and Design. Last week, our special guest was Phillip June, Engineering Director at The Boeing Company.

Innovation X is an opportunity for scholars and parents to experience life at AMA, participate in Real World learning through Virtual and Augmented Reality demos and 3D Modeling exhibits while meeting industry leaders and AMA's Team.

5. **Adjournment** - Meeting was adjourned at 6:09
 Motion by: Afeez Tijani
 Second by: Jessica Hutechson

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Academy of Media Arts during normal business hours at (310) 429-7126, as far in advance as possible, but no later than 24 hours before the meeting.