

**Saint Paul Conservatory for Performing Artists
Board of Directors Regular Business Meeting Minutes
November 18, 2024**

Members Present:

Michael Robins, Chair
Kelly Rodieck, Vice-Chair & Treasurer
Shawn Judge, Secretary
Jeffrey Kimpton
Amber Keeley
Dustin Haug
Mike Bettison

Members Absent:

Others Present:

Callie Jacobs, Superintendent
Brian Goranson, Principal

I. Call to Order

Michael Robins, Chair, called the meeting to order, a quorum was present.

II. Approval of Agenda

M/S Kimpton/Hestwood to accept the November 18, 2024 Regular Business Meeting agenda.
Motion passed unanimously.

III. Approval of September 30, 2024 Meeting Minutes

M/S Bettison/Haug to approve the September 30, 2024 Regular Business Meeting Minutes.
Motion passed unanimously.

IV. Consent Agenda

M/S Judge/Kimpton to accept the consent agenda. Motion passed unanimously.

- A. 2024 September and October Expenditures
- B. J-Term Contracts, Personnel, and Venues

Contracts

Steve Ackerman	\$2,030
Raymond Berg	\$2,530
Sayge Carroll	\$2,030
Jenny Case	\$2,030
Jon Ferguson	\$2,000
Maiya Lea Hartman	\$2,030
Sam Johnson	\$2,030
Eric Morris	\$2,330
Jess Pretty	\$2,030
Darrius Strong	\$2,000
Genevieve Waterbury	\$2,030

Personnel

Kenzi Allen	\$1,250
Connor Berkompas	\$1,250
Alex Eady	\$2,000
Brandon John	\$2,000
Adam Levy	\$2,000
Natalie McComas	\$2,000
Ariane Sandford	\$1,000
Brittney Staudacher	\$500 (not to exceed)
Kyle Weiler	\$3,000

Venues

Ballet Co. Lab	\$1,300
Hamline	\$0
Jungle Theater	\$5,000
The Loft	\$580
The Luminary Arts Center	\$5,000
MUDLUK	\$2,500
Odd Mart	\$400
Open Eye Theatre	\$4,500
Park Square Theatre	\$3,900
Public Functionary	\$800
Red Eye Theatre	\$2,690
St. Paul Ballet	\$1,040
TU Dance	\$2,228

V. Open Forum

There were no participants in open forum.

VI. Action Items

A. FY24 Audit

M/S Hestwood/Kimpton to approve submission of the FY24 audit to all relevant parties by the required deadlines. Motion passed unanimously.

Tyler See presented a summary of the results of the FY24 Audit. The independent auditor's report gave a clean or unmodified opinion on the financial statements. This means the auditors found the financial statements to be fairly stated.

The auditors stated no issues of noncompliance regarding laws, regulations, contracts, grant agreements, or other matters that could have significant financial implications for SPCPA.

Additionally, there were no material weaknesses or significant deficiencies reported in FY24 related to internal controls.

Noteworthy was the surplus and contribution to the school's fund balance which is significant in decreasing the loan between the school and the SPCPA Building Company, as well as final revenues and expenditures varying less than 1.5% from the adopted budget.

B. 2024 October Financial Report

M/S Judge/Hestwood to accept the 2024 October Financial Report through October 31, 2024. Motion passed unanimously.

The school is experiencing enrollment resulting in approximately 321 ADM. This is approximately 29 ADM below its originally adopted budget of 350 ADM for the current fiscal year. The budget will be revised due to the decrease in enrollment. SPCPA continues to maintain a healthy fund balance and adequate days of cash on hand (74 days) to meet its debt service coverage ratio, a requirement of the bonds that pertain to the school's facilities in the Lowry. The school has also received approximately 33% of revenues and is 33% of the way through the fiscal year with 27% of expenditures dispersed.

C. 2025 Board Meeting Calendar

M/S Hestwood/Keeley to accept the 2025 Board Meeting Calendar to conduct regular business meetings. Motion passed unanimously.

10 February
10 March
28 April
16 June
29 September
17 November

D. 2024-2025 Emergency Preparedness Plan, Procedures, and Schedule

M/S Bettison/Rodieck to accept the Emergency Preparedness Plan, Procedures, and Schedule for 2024-2025. Motion passed unanimously.

VII. Reports & Discussion

A. 2024-2025 Enrollment and 2025-2026 Application Summaries

Superintendent Jacobs presented the 2024-2025 Enrollment Summary. There are currently 329 students enrolled. Enrollment is about 30 ADM lower than the prior year primarily due to a smaller senior class that is approximately 30 students less.

The school just began accepting applications for the 2025-2026 school year. Currently, 26 students applied for next fall. This is 10 more applications when compared to this time the year prior. Applications are distributed mostly equally across arts programs with slightly less interest at this time in theatre and musical theatre.

B. Administrative Reports

The school conducted its annual World's Best Workforce (WBWF) engagement session at 4:00 PM prior to this evening's Board meeting. Invitations to attend were sent out to community stakeholders. Following the session, a finalized summary report of SPCPA's WBWF goals and progress toward attaining those goals will be posted to the website by the deadline.

The Board and administration discussed scheduling a workshop this spring to facilitate a discussion around generating revenue, including but not limited to fundraising.

The Board engaged Principal Goranson and Member Haug in discussion, as they coordinate the logistics of each performance, around having a QR code available and obvious at each J-Term performance for audience members to donate.

The Board and administration discussed researching which schools most closely align with SPCPA and therefore might be considered “comparison schools.”

VIII. Board Comments and Requests

The next regular business meeting is February 10, 2025 at 5:30 PM in Lowry 246.

IX. Adjournment

M/S Rodieck/Bettison to adjourn. Motion passed unanimously.