

APPROVED



# Pioneer Valley Performing Arts Charter Public School

## Minutes

### Finance Committee

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#### Date and Time

Tuesday December 4, 2018 at 8:30 AM

#### Location

Room 304, 15 Mulligan Dr., South Hadley, MA 01705

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#### Committee Members Present

Bob Hann, Deborah Jacobson, Elmo Wright, Marc Kenen, Marcy Conner, Owen Sordillo, Stephanie Burbine

#### Committee Members Absent

Keith Black

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

Marcy Conner called a meeting of the Finance committee of Pioneer Valley Performing Arts Charter Public School to order on Tuesday Dec 4, 2018 @ 8:35 AM at Room 304, 15 Mulligan Dr., South Hadley, MA 01705.

#### C. Approve Minutes

Deborah Jacobson made a motion to approve minutes from the Finance Committee on 11-06-18.

Bob Hann seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### II. New Business

#### **A. Lights: Neighbor Complaint & Possible Expenditure**

PVPA has received a complaint about the parking lot lights and the lights along the outside wall of the theater from a neighbor residing on Cedar Ridge Road. A meeting was held with the owners along with John Kulas, Facilities Manager, Marcy Conner, CFO and Marc Kenen, Interim Executive Director. PVPA committed to looking into a new timer for the parking lot lights and is informing the Finance Committee of a possible out of budget expenditure. We wish to be good neighbors and do our part but will follow through with a price estimate before committing to any changes in the lights.

A few days later on September 30th John and Marcy met with Micheal Sullivan, Town Administrator to the Town of South Hadley. Mr. Sullivan was aware of the issue as the property owner had been in several times to meet with him and other Town Officials. As far as the Town of South Hadley is concerned, PVPA is well within all regulations and by-laws concerning the lights.

#### **B. Fy19 Fundraising Plan**

Marc Kenen submitted the fundraising plan for FY 2018 - 2019. There is a combined budget of \$103,000 designated as donations from the Friends and restricted and unrestricted donations from other donors. To date a total of \$28,000 has been raised. PVPA is currently doing a trial of a program called Salesforce for reporting and acknowledging donations. The Committee talked about the \$103,000 being a bit ambitious and discussed a few avenues that could be sought for donors.

### **III. Other Business**

#### **A. January**

Just a reminder that in January Committee members will receive an updated Budget vs Actual report for the second quarter ending December 31, 2108. In January there will also be a review of the tuition numbers release by the state in late December and a discussion about the structural issues with the budget.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

Stephanie Burbine made a motion to adjourn the meeting.

Deborah Jacobson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:18 AM.

Respectfully Submitted,  
Marcy Conner