



Board Meeting Minutes
November 19, 2025

Attendees:

	Board of Trustees:		Other Attendees:
x	impe beaux - Chair		
x	Michael Edwards - Treasurer		
x	Kathy Wittman - Secretary		
x	Briana Weber - Head of School		
x	Stephanie Awalt - Member at Large		
x	Claudia Reinozo - Member at large		
x	Alan McGinnis - Member at Large		

2:36 pm Meeting Commences

Vote on October

Minutes: https://docs.google.com/document/d/1yLxuG0_ZZd4o8K0bsfftCtDaLEW9N14e9ORKdcoZzmM/edit?usp=drivesdk

Minutes approved: 2:40 pm

Immediate Discussion Point:

- **HOS adding AI transcription to drive after each meeting**
- **Jack Mesplay, Social Impact Accounting (three folks working exclusively with non profits, structure of communication is 99% to the director and 1% to others of the organization)**
 - **Onboarding taking a little extra time than had planned but still within a standard timeframe**
 - **Cleaning up and correcting historical quick books errors**
 - **Fully adjusted year's worth of documents sent to Briana yesterday for review (years end versus monthly revision)**
 - **990 and CT12 filing for the year, state and federal**

- **Beginning next year**
 - **Normal monthly cadence delivery: previous month delivered before the end of current month**
 - **New payroll**
 - **Quickbooks management**
 - **Designed to be audited**
- **As a Board We will likely see Jack only once annually because the HOS will be the single point of contact liaising**

Old Business (5 min)

- Onboarding Training: let's schedule time to share feedback, synchronous or asynchronous? Due date?
- **New Board Member Applications -**
 - NAO has a help line to source new board members: Abby Laufman: 503 239 4001 ext 110, alaufman@nonprofitoregon.org
 - [Spreadsheet for Board Member applications](#)

New Business

[Head of School Report \(10 min\)](#)

- **Construction is prioritized by admin committee and Board approval is sought if it impacts finances (otherwise grant funding is sought)**
-

State of Finance (15 min)

Committee Reports (20-25 min).

INITIAL TASKS:

- **Briana, Stephanie, Alan, impe will select task management system**
- **Board will review onboarding packet and address lingering questions in December meeting**
- **In December meeting we will generate template for task manager and select our committees and begin populating tasks for those categorized initiatives**

Meeting adjourned: 3:53 pm

For future:

Growth and Development-

- **Is this different from the Financial Aid Committee or should Financial Aid be a subcommittee of fundraising?**
- **Working on a donation from private donor for play yard enhancement**

- Goals for 2025-26 to guide this committee
 - Creating this committee more officially so others can join
 - New sign in front (1k) - Alan can help!
 - Rain gear (2.2k)
 - Kindergarten sponsorships (\$13,750/year)
 - Alumni scholarship
- Look into Online Auction
- Co-Chairs identified in August.
 - Kathy Wittman
- Complete calendar

Personnel Committee -

Parent Association -

- Goals for 2025-26 to guide this committee
 - Identification of Room Parents with a training - in process
 - Lantern Festival - December
 - Co-Chairs identified in August
 - Briana Weber

Executive Committee -

- Decisions in between board meetings if needed

Strategic Planning: currently on hold due to operational impediments

- Co-Chairs
 - Steph Awalt
 - Hannah Beaux
 - Alan offered to help
 - Will have Info by October 7 meeting
 - Kathy Kniep Consulting <https://kathykniep.com/> kathy@kathykniep.com
 - Charged NCC \$180/hr for roughly 8-10 hrs/mo “communication, preparation, facilitation”
- We can post that we need Board members on organizations we belong to.

[Harmony Montessori School Calendar](#)

Parking Lot - To discuss next time

Upcoming Scheduling (5-10 min)

Next Meeting: Wednesday December 17 at 2:30-4pm - Virtual

Finance Meeting: Tuesday, December 9, at 7pm - Virtual (let Briana know if you want an invite!)

Strategic Planning Meeting: on hold

Meeting adjourned 3:2 pm