

# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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**Date and Time**

Monday March 7, 2016 at 6:00 PM

**Location**

1661 Botelho Drive, Suite 100, Walnut Creek, CA 94596

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**Directors Present**

A. Bacigalupo, G. Rowland, M. Lynch, S. Sarna

**Directors Absent**

*None*

**Ex Officio Members Present**

N. McChesney

**Non Voting Members Present**

N. McChesney

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

N. McChesney called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Monday Mar 7, 2016 at 6:11 PM.

**C. Pledge of Allegiance****D. Approve Minutes**

A. Bacigalupo made a motion to approve the February 1st, 2016 minutes.  
G. Rowland seconded the motion.

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

**E. Agenda review and adoption**

G. Rowland made a motion to adopt the agenda as presented.

M. Lynch seconded the motion.

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

**II. Public Comment**

**A. Items on the Agenda**

No comments made.

**B. Items not on the Agenda**

No comments made.

**III. Information Items**

**A. Form 700**

The Executive Director informed present board members of the necessity of completing a Statement of Economic Interest, also known as the Form 700 upon assuming office and annually thereafter, as well as the April 1st deadline for filing.

**B. BoardOnTrack**

The Executive Director presented on BoardOnTrack and provided a tutorial on the various features and tools.

**IV. Action Items**

**A. Board Member Terms**

G. Rowland made a motion to formally establish that the original members will serve terms three years in length, while all incoming board members will serve terms two years in length.

M. Lynch seconded the motion.

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

**B. Open Board Seat Appointment**

The Executive Director presented the potential candidates to the present board members. Board members presented each candidate with four questions and the candidates were given time to respond appropriately.

A. Bacigalupo made a motion to nominate Gina Yetner be appointed to the Board of Directors.

G. Rowland seconded the motion.

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

**C. Board Vice-Chair**

A. Bacigalupo made a motion to appoint Gabriella Rowland to Vice Chair.

M. Lynch seconded the motion.

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

**V. Staff Reports**

**A. Executive Director**

The Executive Director presented information to the Board regarding the following items:

- Board e-mail addresses and updates to the website.
- Further information on BoardOnTrack, future planning of a board retreat and a board fundraising event.
- Board members were gifted two books titled "Board Structure" and "Board Meetings" respectively, both written by Marci Cornell-Fiest.
- Information in regards to progress made by core staff.
- Overview of planned events, including the registration event, community meetings, and April student/family event.
- Update on facilities.
- Instructor staff hiring progress.
- Program development/professional development.
- SELPA updates.

**VI. Board Reports**

**A. Trustees**

No comments made.

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,

A. Bacigalupo