

Granite State Arts Academy
Board of Trustees Meeting Minutes
August 2, 2016

Attendance: Amy Sevigny, Don Erdbrink, Rob Solomons, Jason Swift (on phone), Kate Russell, Ken Dunne joined- at 7:46pm

Excused: Melanie Holden, Judy David

Guest: Deidre Smith, Renia

Call to order: 6:20 pm

Public Comment: none

Approval of Minutes from July 12th and July 26th meeting- Kate made a motion to approve 7/12/16 and 7/26 minutes- seconded by Rob and approved by all

Chair's Report:

- Loan update for theatre- Don and Judy are still working on this
- Piano updates- Don has made arrangements for pianos to be delivered on August 8th- total cost \$600 for all 3 pianos
- Ren faire- check presentation 8/14- Renia will pick this up
- Whistle Blower Policy- discussed by Don- this will be redrafted, sent to legal and then sent to board for a final vote
- LPM- Proposal for after school program- they would again like to offer after school programming, email with details sent, they will use our space and give GSAA 10% on revenue. This is in line of vision with the school. The staff has been background check, LPM has their own insurance. Potential for younger musicians to get exposure to what GSAA has to offer. Kate expressed some concerns and asked how would the increase traffic affect the school and how would we ensure that we receive 10%- Don read proposal that explained all this. Don expressed that there will be a written contract to include insurance information. Don will present the current proposal to legal and the board will revisit this at the next meeting. Don will check with other companies that LPM rents space from as a reference of sorts.
- Kate suggests that a firm policy be in place for all organizations that may rent space from us in the future. All organizations must have their own insurance.
- Derry building- Renia discussed:
 - Almost done- need to paint behind vending machine, one more coat of paint in Renia's office, dance floor needs to be moved, piano's as above, landmark will pick up equipment
- Salem Building
 - Deidre- is waiting to hear from the contractor with bid price
 - 4 doors approx. \$5000 for theatre (hardware/frames) that is detailed in plans
 - Deidre is going to reach out to home depot to see if they are willing to make a donation. Rob has a contact he will reach out to.
 - Sprinkler contractor will be here tomorrow to begin work

- Jim Kronewetter - will be into frame and put up drywall in spaces that are needed. He is donating his work crew- Thank you!
 - Dry wall- \$11/sheet- need 10
 - Need to replace baseboards in some locations- 120 feet for \$65 each roll (need 3 rolls)
 - Door lock covers - need 26 (\$4/piece)
 - Mike Conlon - needs wire to run cable for phones - 1000 feet of cable- \$79.95 including shipping
 - Needs a system to hang the phone (bracket) - new phones may include these- TBD (23 brackets @ 1.99/each)
 - Changing rooms in dance room- plans have been reviewed and storage space has been added. A dressing room (no ceiling) needs to be built. Deidre is researching this. Price TBD
 - Need 5 pieces of wood (1x4) and 2 pieces of (1x6) - to frame art room - \$6.95 need 14 pieces total (\$46.13)
 - Need 2 more emergency backpacks- \$61.00
 - Plumber suggested hot water pipes be wrapped - price TBD (should be inexpensive). 6 sinks total.
 - Wire to run alarm system - \$75 roll- need 3
 - Wire \$100/box to use alarm on fire door for theatre
 - Deidre spent \$100 on a battery for the floor cleaner.
 - Total above- \$979.00. Jason made a motion to approve \$1100.00 for fund above expenses needed to continue with Salem projects- seconded by Kate and approved by all.
- Renia discussed furniture that is needed for Salem- she presented prices
- 3 tables (for cafeteria) - found on ebay 3 tables (\$1917.00) shipped - will seat 12 students each table. These have attached individual seats.
 - Renia spoke with Peter he found music room chairs for \$29.99 a piece for music room chair with table (needs 24) (\$860.57 includes shipping)
 - Art room needs- Frank would like drafting tables with stools- need 20 with 20 stools- \$3157.40 - includes shipping
 - Ball chairs for Special education room- \$24 a piece- would like 5
 - All other needs- 5 Tables for sewing machines, 24 classroom chairs for science room, 2 teachers desks, 12 stools for cafe for wall seating, 3 dry erase calendar board, lined music board, 3 magnetic dry erase boards, dual pack of cork boards, 2 plastic mats for front room seating (\$3829.14 total with shipping)
 - Renia will continue to price all of the above and go with the best price
 - \$9770.00 for all above needs (this will complete the furnishing of the classrooms). Rob made a motion approve up to \$10,000.00 to outfit classrooms as above- seconded by Kate and approved by all
 - We are getting chairs and furnitures from TD bank

● Permit status

- Town fire marshall signed off on plans- this is ongoing with town hall- Deidre and Don will continue to work on this.
- Security system proposals
 - Integrated Alarm System- has an offer for us to buy a system for \$950 with \$20/mo charge- if we pre wire, he will donate install time. Discussed. Deidre will get more information on monitoring services provided by him. Deidre will verify licensing and insurance information. 8 cameras
 - Previous bid- Jim Kavanaugh (\$3,400) \$25/mo monitoring charge- as discussed in previous minutes- is still on the table for discussion. 6 cameras
 - Rob made a motion that we fund the security system for Integrated Alarm system at \$950 with \$20/mo- contingent on verification of bonding and insurance and that we may switch to alternative monitoring system if needed- seconded by Kate and approved by all.
- Mission Machine Z60 voice over IP telephone system- 6 lines with 49 extensions(24 phone's)- main system with 24 phone, programing of server include \$4403.00 (wireless). No monthly fees- this will be a savings from current system. Mike Conlon will donate the labor- thank you!
 - Kate made a motion to proceed with the Mission Machine Z60 phone system for \$4403.00- seconded by Ken and approved by all
- Budget Report
 - End of year money received- \$15,015.02- this will be deposited in the bank account automatically within the next couple of days.
 - Ken asked about previous visa card pay off (this was the debit card that was overcharged during financial crisis of year 1) - balance is \$3,400 and we are being charge 11% interest plus fees. We hope to pay this off soon, perhaps with above end of year money. Ken made a motion to pay off above credit card of \$3,400 - seconded by Rob and approved by all
- Made a motion to go into closed session based on RSA 91 A:3 (A-J) @ 8:08pm
- Returned to open session @ 8:25pm
- Next meeting - Tuesday August 9th @ 6pm
- Meeting closed: 8:30pm