

Friends of The Volcano School of Arts & Sciences
Meeting Minutes
December 1, 2022
4:30 PM
Zoom Virtual Meeting
APPROVED MINUTES

Directors Present: Melissa Fletcher, Lorna Larsen-Jeyte, Matt Luera, Mara Saltzman, David Goodman, Jeffrey Mermel

Directors Absent: Aubrey Hawk, Ian Cole, Kalima Kinney (ex-officio)

Guests/Members Present: Lynn Melena, Tamar DeFries, Jessica Rojas

Call to order: Jeffrey Mermel called the meeting to order at 4:35PM. Quorum/majority present.

Minutes from November 3, 2022: **Lorna motioned to accept minutes as presented; Matt Luera seconded;** no further discussion; **(Melissa Fletcher abstaining); 5 in favor; none opposed.**

Financials: Audit update: Audit is almost concluded for the school. The issue is with the grant agreement between VSAS and FVSAS and auditors recommended funds be recognized by VSAS, not FVSAS. Approval by the Attorney General (AG) is being sought, therefore FVSAS books cannot be closed yet for FVSAS. If AG does not sign off, Tamar says the contract with FVSAS would be assigned to VSAS to prevent an audit finding. There were no audit findings for FVSAS for this audit.

We have until May 2023 to file the 990 with the IRS.

David Goodman reviewed and approved the bank statement and reconciliation for 10/31/22.

Jessica Rojas presented the 10/31/22 Profit and Loss by Loss and 10/31/22 Balance Sheet containing the accounting with money falling under FVSAS. We received another \$950 towards the Pay it Forward fund, which now carries \$1,620. The rent for school is being billed quarterly to align to the contract.

12th grade being added next year. Classroom assignments are being considered for next year by school administration.

David Goodman moved to accept this month's financial report; Melissa Fletcher seconded the motion; no further discussion; **all in favor (6); none opposed.**

Construction Committee Report: We are wrapping up/closing out contracts. Coming up is the final review of the punch list. We are moving towards requests for qualification statements for the design build process. Design building process is quite common now, contractors work as a team, and research shows, Tamar says, that it reduces costs.

Lynn Melena has been posting documentation of contracts in teamwork, Tamar has been helping to compile documents, and Lynn Melena is asking Directors to turn in documents with signatures.

Funds Development: Tabled

Nominations Committee/Board Recruitment: Tabled

Old Business: none

New Business: none

Next Meeting Date/Time: January 5, 2023 at 4:30PM.

Motion to adjourn: David Goodman motioned to adjourn at 5:06PM; Mara Saltzman seconded the motion; all in favor; none opposed.

Minutes respectfully submitted by

Mara Saltzman

FVSAS Secretary

December 1, 2022 Draft/unapproved

Approved January 5, 2023

Addendum:

FVSAS/VSAS Board Meeting

Construction Notes (Subject to Change)

November 2022 (for December 1, 2022 Meeting)

Civil Construction

Portable Classroom (Purchase) Contract

Portable Classroom Invoice No. 3 was issued for Construction for review on October 21, 2022.

October 22, 2022, FVSAS holds “portable classroom contract” (contract between FVSAS and Civil Construction) and is reviewing.

October 23, 2022, Construction Committee approves Invoice No. 3 for payment.

AIA Document A101 (2007) Volcano School of Arts and Science Phase – 1 Site

Improvements (and Change Orders Nos. 1 – 4)

Pay Application Documents submitted to the FVSAS Committee for review and VSAS approval for payment:

Pay Application No. 10

Conditional Release and Waiver of Lien

Change Order No. 4

On December 1, 2022, Construction Committee Member Melissa Fletcher provided a revision to Change Order No. 4. Change Order No. 4 was updated accordingly.

Change Order No. 4 represents various approvals that occurred, as outlined below and outlined in the NOTE Section of Change Order No. 4:

Approved Septic Tank (June 30, 2021/July 1, 2021)

Approved Electrical Sub-Contractor Proposal (August 20, 2021/August 2021/September 2, 2021)

Approved Portable Classroom (May 2, 2022)

Owner Requested: Internet/Cable (April 19, 2022 and June 20, 2022); Towing Cost for Kitchen Trailer (August 21, 2020; and Ant Treatment for Kitchen Trailer (February 3, 2021/February 4, 2021)

Pay Application No. 10 reflects work from February to July (2022), of which 1 of 3 summaries was received on October 24, 2022. Remaining 2 summaries were received on November 10, 2022 and November 17, 2022. On November 27, upon reconciling updates from Civil Construction and matching all receipts received with the Daily Force Account Timesheets, a revised draft pay application, change order, and lien release was emailed to Civil Construction for their final review. On November 30, 2022 the attached executed documents were received with consent to release Conditional Release and Waiver of Lien on December 1, 2022. Pay Application No. 10 is 233 pages.

Construction Committee

Proposed Construction Committee Meeting Times: January 10, 2023 or January 11, 2023.