

**DMA Board Meeting Minutes**

**Date:** September 27, 2021

**Start Time:** 18:00 hours

**Adjourn Time:** 19:13 hours

**Meeting Duration:** 73 minutes

**Present:** Tony Bariglio, Mike Berardi, Al Di Emedio, Kristen Doughty, Ken Gatson, Zane Gordy, Jennifer McCloskey, Dominick Papa, Anthony Pullella, General Frank Vavala

**Absent:** Bob Hill, Heath Kahrs, Glenn Outten

**Guest:**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
○ Call to Order	○ At 18:00 hours, Chairperson Bariglio called the September DMA Board meeting to order and thanked all in attendance. Following the Pledge of Allegiance, Chairperson Bariglio called upon A. Di Emedio to present the Secretary's Report.	○ None required
○ Secretary's Report	○ The June Minutes had been distributed for review prior to the meeting. A. Di Emedio inquired about additions or deletions. There being none, Chairperson Bariglio called for a motion to approve the Minutes: <ul style="list-style-type: none"><li>○ Motion to approve the Minutes:</li><li>○ General Vavala</li><li>○ M. Berardi</li></ul> Vote: Affirmative	○ None required
○ Chairperson's Report	○ Chairperson Bariglio informed all that the Board would go into Executive Session at the end of the meeting. He then proceeded to introduce new Board Members, Jennifer McCloskey and Zane Gordy, welcoming them to the Board. Following, Chairperson Bariglio asked that a motion be made to approve their membership to the Board.	

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	<ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ K. Doughty</li> <li>○ D. Papa</li> </ul> <p style="margin-left: 40px;">Vote: Affirmative</p> <p>Additionally, Chairperson Bariglio asked that a motion be made to accept the resignation of Michael Hoffman whose personal responsibilities would not allow him to continue with the Board.</p> <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ General F. Vavala</li> <li>○ D. Papa</li> </ul> <p style="margin-left: 40px;">Vote: Affirmative</p> <p>At this point, Chairperson Bariglio asked that the DMA Bylaws, previously reviewed, be approved.</p> <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ General F. Vavala</li> <li>○ M. Berardi</li> </ul> <p style="margin-left: 40px;">Vote: Affirmative</p> <ul style="list-style-type: none"> <li>○ Following these motions, Chairperson Bariglio reminded Board Members to sign and return Conflict of Interest documents to A. Di Emedio. He also reminded new Board Members of the need to complete the required financial training.</li> </ul> <p>Chairperson Bariglio shared the following:</p> <ul style="list-style-type: none"> <li>○ Updated Board Member contact information;</li> <li>○ The need to alert him of an absence to Board Meetings;</li> <li>○ Reminded all of the need to select a DMA committee responsibility and to notify him or the Commandant of such; and,</li> <li>○ The requirement of new Board Members for a Criminal Background Check and Child Protection Registry.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ At this time, K. Gatson presented information on the DMA COVID-related Leave Policy recently shared with faculty and staff, and asked that it be approved.</li> <li>○ Motion to approve: <ul style="list-style-type: none"> <li>○ K. Doughty</li> <li>○ General F. Vavala</li> </ul> </li> <li>○ Bariglio called upon Commandant Pullella to present the Commandant's Report.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Commandant's Report</li> </ul>	<ul style="list-style-type: none"> <li>○ Commandant Pullella shared the following information: <ul style="list-style-type: none"> <li>○ Interims being distributed and an examination of same with the purpose of counseling cadets;</li> <li>○ Plans for a trip to the USNA with interested cadets;</li> <li>○ The occurrence of College Application Week wherein different college themes were addressed each day of the week;</li> <li>○ Plans to re-examine the structure of Open House to make it that much better, including a DMA postcard with a QR code for information that normally is presented as documents to parents; and,</li> <li>○ Brief updates of activities / services provided by the Sports' Boosters, PTA and Music Association;</li> </ul> </li> <li>○ K. Doughty inquired about services related to Mental Health and Trauma Informed Care.</li> <li>○ Commandant Pullella shared with the Board that DMA is moving and continues to move forward in a very positive manner.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Treasurer's Report</li> </ul>	<ul style="list-style-type: none"> <li>○ K. Gatson, in H. Kahrs absence, presented the following report: <ul style="list-style-type: none"> <li>○ The Finance Committee met on September 20<sup>th</sup> and discussed highlights of the DMA budget for the prior three months:</li> <li>○ <u>June</u>: Revenue was \$2.2M higher than anticipated due to one-time receipt of funds;</li> <li>○ \$190k above budget if exclude one-time receipt;</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ finished the year at 95% of budget.</li> <li>○ <u>July</u>: Beginning of the year is normal for revenue and expenses;</li> <li>○ salaries – three pay periods in July – and to be noted that there will always be two months like this and can skew the budget when it occurs early in the year.</li> <li>○ <u>August</u>: 85% of the state revenue has been received and preloaded;</li> <li>○ Relative to local revenue, Charter bills have been sent to districts;</li> <li>○ Beginning of the year expenses includes textbooks, supplies, etc.;</li> <li>○ Continues working through expenses for Facilities/Maintenance, and recoding some items to Minor Cap;</li> <li>○ 15% of the budget expended through two months; and,</li> <li>○ Relative to Federal grants, working with the Administrative Team to spend expiring funds, and awaiting FY22 funds.</li> </ul>	
<ul style="list-style-type: none"> <li>○ Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>○ There are no concerns noted related to variances and explanations.</li> <li>○ K. Gatson also presented the following Finance Committee information in H. Kahrs absence: <ul style="list-style-type: none"> <li>○ The FY21 Audit has been completed. A draft copy of the Audit was received just prior to the Finance Committee meeting, and an initial review by the Committee found no major issues or concerns, with minor concerns being explained and/or corrected. The final draft is scheduled to be completed by September 30 by Barbacane and sent to the DOE, as required.</li> <li>○ Barbacane will also attend the October Board Meeting to report a summary of the audit and answer questions.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Chairperson Bariglio called for a motion to approve the combined Treasurer's and Finance Committee Reports presented:               <ul style="list-style-type: none"> <li>○ Motion to approve:</li> <li>○ J. McCloskey</li> <li>○ General Vavala</li> </ul>               Vote: Affirmative             </li> <li>○ Finally, Gatson indicated that the CBOC is still being re-configured, a work in progress, with more information to follow as the committee progresses. This committee meets every other month with Board Members and other members from the community.</li> </ul>	
○ Governance Committee	○ N/A	
○ Academic Excellence Committee	○ N/A	○ None required
○ Fund Development Committee	○ N/A	○ None required
○ Alumni Committee	<ul style="list-style-type: none"> <li>○ A question raised at the previous Board Meeting and again, at this Board Meeting, concerned the continuance of this committee to which Commandant Pullella responded and explained the function of this committee and, as DMA approached its 20<sup>th</sup> year, suggested a possible sub-committee of this committee could / would plan for the upcoming DMA 20<sup>th</sup> year celebration. A brief discussion followed sharing how Salesianum actually had its own Alumni Office.</li> <li>○ As a result of this discussion, thoughts were sought about the function of all committees: Alumni (Reunion), Academic, Fund-Raising, Finance and Governance. More discussion is needed.</li> </ul>	○ None required
○ New Business	○ N/A	○ None required

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○ Old Business	○ Still to be considered and resolved, the addition of NSI Staff and a DMA Teacher Representative to the DMA Board.	○ None required
○ Additional Items from the Floor	○ N/A	○ None required
○ Next Board Meeting	○ The next Board meeting will be <b>In-Person, McDonald Hall, Monday, October 25, 2021</b> at 18:00 hours.	○ None required
○ Adjournment	<ul style="list-style-type: none"> <li>○ At 19:08 hours, Chairperson Bariglio made a motion to go into Executive Session: <ul style="list-style-type: none"> <li>○ Motion to approve: General F. Vavala</li> <li>○ Second: M. Berardi</li> <li>Vote: Affirmative</li> </ul> </li> <li>○ At 19:11 hours, a motion was made to go out of Executive Session: <ul style="list-style-type: none"> <li>○ Motion to approve: General F. Vavala</li> <li>○ Second: M. Berardi</li> <li>Vote: Affirmative</li> </ul> </li> <li>○ Hearing no additional business, Chairperson Bariglio called for a motion to adjourn the September DMA Board meeting at 19:13. <ul style="list-style-type: none"> <li>○ Motion to approve: General F. Vavala</li> <li>○ Second: K. Doughty</li> <li>Vote: Affirmative</li> </ul> </li> </ul>	○ None required

Respectfully Submitted:

*Alfred D. Di Fmedio*