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**ASPIRA Board of Directors  
Regular Board Meeting Minutes  
Wednesday, June 26, 2024**

1. Call to Order

Chairwoman Alvarez called the meeting to order at 6:45 pm

2. Roll Call

Secretary Yuqui called the roll and a quorum was determined to be present.

**Present:**

Dr. Armen Alvarez, Chairwoman  
Debra Cruz, Director  
Luis Diaz-Perez, Director  
Yolanda Frontany, V. C. for Personnel  
Gabriela Gonzalez, Director - College Rep  
Rosemary Lugo-Gross, V.C. for Development  
Marco Morales, V.C. for Programs  
David Rodriguez, Treasurer / Finance Chair  
Cynthia Yuqui, Secretary - Parent Member

**Absent:**

Luis Martinez, Director  
Anthony Pritchett, H.S. Rep

3. **Approval of the Agenda**

**D. Cruz made a motion to approve the agenda. Seconded by Y. Frontany.  
Motion passed unanimously.**

4. Public Comment None given

5. **Approval of the Minutes of April 24, 2024 Regular Meeting and May 15, 2024  
Special Meeting**

**D. Cruz made a motion to approve the minutes of April 24, 2024 Regular Meeting and the May 15, 2024 Special Meeting. Seconded by Secretary Yuqui. Motion passed unanimously.**

**6. Chairperson's Report**

Dr. Alvarez read her report. Highlights include:

- Dr. Rosanna Diaz has resigned from the Aspira Board of Directors effective June 18, 2024 due to work and family constraints. Dr. Alvarez read the letter for the record. A copy will be kept on file.
- Director Debra Cruz is appointed to serve as advisor to the Student Affairs Committee.
- Aspira held graduation ceremonies for 297 students from all the schools in June.
- An installation ceremony was held for all the board members and CEO on June 12<sup>th</sup>. A newly created QR Code was unveiled at the event to receive online donations and a total of \$1,135 was raised, adding six new individual donors to our organization.

A copy of the complete report will be filed for the record.

**7. President's Report**

Mr. Edgar Lopez read a summary of his report. Highlights include:

- ASPIRA graduations were held at Northeastern University in June. 297 total students graduated. Haugan Middle School had a 100% graduation rate, Antonia Pantoja had a 84% graduation rate, ABF had a 96% graduation rate, and AEC had a 96% graduation rate.
- ASPIRA boys volleyball team won the conference this year.
- We need to add Dr. Alvarez and Jose Reyes as signatories at Old Second, Wintrust, and US Bank

**A. Treasurer Rodriguez made a motion for the approval of adding Dr. Armen Alvarez, Chairwoman as a signatory at Old Second, Wintrust, and US Bank. Seconded by Y. Frontany. Motion passed unanimously.**

**B. Treasurer Rodriguez made a motion for the approval of adding Jose Reyes, Chief Operating Officer, as a signatory at Old Second, Wintrust and US Bank. Seconded by M. Morales. Motion passed unanimously.**

A copy of the CEO report will be filed for the record.

**8. Finance Committee Report**

Treasurer Rodriguez reported that the FY 2024-2025 Budget was approved at the Executive Committee meeting and is a part of Chairman Alvarez' report. The link for the financial statements was emailed to the members in advance of the meeting for the members to review. They are available on Aspira's google drive. (see attachment)

**9. Executive Committee Report**

Dr. Alvarez reported that the Executive Committee met on Thursday, June 20, 2024 at the ASPIRA Business & Finance High School to approve certain documents required for the charter school recertification application. The committee discussed and approved various action items for the purpose of meeting the deadline of June 24, 2024, set by CPS. The full board of directors must ratify the actions approved by the committee.

**A. Secretary C. Yuqui made a motion to Ratify the Executive Committee's Approval of the 2024-2025 Board of Directors Regular Meeting Calendar**

**Wednesday, September 11, 2024**

**Wednesday, November 13, 2024**

**Wednesday, January 8, 2025**

**Wednesday, March 12, 2025**

**Wednesday, May 14, 2025**

**Wednesday, June 25, 2025**

**Motion seconded by Y. Frontany. Motion passed unanimously.**

**B. Secretary Yuqui made a motion to ratify the Executive Committee's approval to add the following new Section to Article VI of the ASPIRA Bylaws regarding Parent Membership.**

***Section 4. Parent Membership: In accordance with 105 ILLCS 5/27A-5 (c), there shall be elected to the Board of Directors one (1) parent member. The parent member must be the parent or legal guardian of a student attending an ASPIRA school. The parent member shall not extend parent membership status beyond the student's attendance at the ASPIRA school.***

**Motion was seconded by R. Lugo-Gross. Motion passed unanimously.**

**C. Secretary Yuqui made a motion to ratify the Executive Committee's Approval of the following CEO's Key Performance Indicators:**

### **KPI 1: Development and Implementation of Strategic Plan:**

- Target: Develop and implement a comprehensive strategic plan within the first 6 months. Ensure that Personnel, Programs, Development, Finance, Education and Parent Committees clearly understand their roles in supporting the CEO's efforts to enhance fundraising and build strong relationships with foundations and grant providers.
- Measurement: Completion and approval of the strategic plan document by the Board of Directors, followed by the initiation of plan execution.

### **KPI 2: Fundraising Growth:**

- Target: Increase annual funding by \$2.5 million from state, federal, individual donors, foundations, and grants within the first year, and achieve a 5% increment each year until the next strategic plan update.
  - a. CEO personal target: \$250,000
  - b. Aggregated weight goal of \$2.5 million of any kind of source (including in-kind donations).
- Measurement: Total dollar amount of new funding from state, federal, individual donors, grants, and foundations secured compared to the previous year.

### **KPI 3: Foundation and Grant Prospecting:**

- Target: Identify and cultivate relationships with at least 1 new foundation prospect each quarter.
- Measurement: Number of new foundation prospects added to the pipeline and the number of initial meetings or contacts made.

### **KPI 4: Stakeholder Engagement and Communication:**

- Target: Increase engagement with key stakeholders, including foundations, by holding at least two stakeholder engagement events or meetings annually.
- Measurement: Number of stakeholder engagement events/meetings held and attendance/participation rates.

### **KPI 5: CEO Personal Growth:**

- Target: Participate in at least one professional development program or executive leadership course annually to enhance leadership skills and stay updated on best practices in nonprofit management.

- Measurement: Completion of the professional development program or course and implementation of learned strategies into the organization's practices.

**Motion seconded by R. Lugo-Gross. Motion passed unanimously.**

**D. Treasurer Rodriguez made a motion to ratify the Executive Committee's approval of the FY 2024-2025 Budget. Motion seconded by M. Morales. Motion passed unanimously.**

A copy of the full Executive Committee report will be filed for the record.

#### **10. Other Standing Committee Reports**

A. Student Affairs Committee: Gabriela Gonzalez, Committee Chair

Director Gonzalez reported that she was working with Vera Creative in recruitment of new students for the Aspira Charter Schools. She has provided applications to approximately 75 individuals.

#### **11. New Business / Announcements**

Chairwoman Alvarez announced that a doodle poll was emailed to all the board members so they can indicate their availability for the board strategic planning retreat. Members should respond as soon as possible to lock down a date. Director Frontany is going to make her property in Lake Geneva, Wisconsin available for the retreat at no cost to ASPIRA. Further information is forthcoming.

**12. Adjournment :** Meeting adjourned at 8:37 p.m.