Pending Review
Arizona Senior Academy Board Meeting Minutes
November 5, 2026

Date: November 5, 2026
Time: Meeting called to order at 10:09 a.m.
Location: Arizona Senior Academy
Presiding: Ann Ratcliff President ASA

1. Call to Order

Ratcliff called the meeting to order at 10:09 a.m.

A quorum was confirmed.

2. Roll Call

Board Members Present

- Denise Bowls and Albrecht Classen (remote),
- Chris Eustis, Michael Benson, Callie Tippett, Bill McCourt, Stan Davis, Suzanne Ferguson, Jim Matsushino, Loran Dake, Kate Robold
- Ex Officio: Paul Caputo, David Rasmussen, Ann Ratcliff

Board Members Absent

- A.P. Durand
- Maria Dobozy

Guests and Visitors

- Bob Uribe, Tom Horvath, Denise Horvath, Maureen Wright, Steve Smith (Villas), Mary Ann Gillespie, Jim Johnson, Lisa Lohnes
- Paula Toomey, Administrative Coordinator

3. Agenda Review

The President reviewed the agenda and requested a modification to include a report from the Academy Services Corporation (ASC) following approval of the minutes and financial reports.

No objections were raised.

4. Approval of September 3 Meeting Minutes

Motion: Suzanne Ferguson moved to approve the September 3 meeting minutes.
Second: Chris Eustis
Vote: Motion Passed unanimously.

5. Financial Report

Treasurer's Report

Paul Caputo presented financial reports for July, August, and September, focusing primarily on September results.

Key Financial Highlights

- Year-to-date net income: approximately $52,000, about $3,000 above budget.
    - September reflected a monthly deficit due largely to write-off of long-term delinquent membership dues of approximately $4,500.
- Investment holdings remain stable:
    - Vanguard money market earning approximately 3.8%
    - CD renewed at approximately 3.2%
    - Community Foundation investments showed market fluctuation in September but remained positive year-to-date.
- Cash balances exceed $97,000, representing approximately five months of operating expenses.
- Capital Reserve Fund balance is approximately $327,000, nearly equal to the target reserve requirement.

Motion: Bill McCourt moved to approve the financial reports.
Second: Michael Benson
Vote: Motion Passed unanimously.

6. Academy Services Corporation (ASC) Governance Update

Mary Ann Gillespie presented proposed governance changes within the Academy Services Corporation (ASC), the corporation that governs the Villas Assisted Living buildings which are a supporting organization of ASA.

Key Points

- ASC identified vulnerabilities in relying heavily on one or two key volunteers.
- A new nonprofit governance model has been adopted featuring:
    - Expanded committee structure.
    - Broader volunteer participation.
    - Increased organizational continuity and succession planning.
- The ASC Board approved the new structure on October 30.
- Steve Smith will assume the role formerly occupied by Gary Fenstermacher and serve as principal liaison with ASA.

7. Joint Use Agreement with Academy Village HOA

Bill McCourt reported on progress toward a formal Joint Use Agreement between the Arizona Senior Academy and the Academy Village Homeowners Association.

Topics Discussed

- Shared use of facilities has existed since inception without formal agreement. However, with the possibility of non-resident individuals taking ASA classes etc. within the HOA building, HOA/ASA is seeking a formal agreement that addresses the following:
    - Liability protections.
    - Facility use responsibilities.
    - Operational procedures.
- HOA requested modification regarding public participation in events held in HOA facilities.
- Both HOA and ASA attorneys will continue reviewing the agreement before final negotiations.

Motion: Suzanne Ferguson moved that The Board authorize the ASA Operations Team to work with the HOA in continuing to draft a Joint Use Agreement between the two entities.
Second: Callie Tippettt
Vote: Motion Passed unanimously.

8. Nominating Committee Report

Michael Benson presented an update regarding upcoming nominations. For ASA Board.

Board Vacancies:

- One village-resident director position will become vacant.

- One non-resident board position vacated by A.P. Durand will require replacement.
- The position of Board President will also need to be filled.

Process Reviewed:

- Residents may nominate themselves or another resident.
- Nominations must be accompanied by a statement of qualifications and interest and sent to Michael Benson.
- Deadline for nominations: Friday the 13th.
- Resident preferential voting will occur before recommendations are forwarded to the Board for the December 3 annual meeting.
- The Board retains final election authority under the bylaws.

Additional Action

The President announced that a Board Executive Session will likely be scheduled for December 3 at 9:00 a.m. to address nominations and leadership selection.

9. Strategic Planning Updates

Priority 4: Programming and Operations

Presenter: Bill McCourt

Updates

- Ongoing attendee surveys for evaluation of ASA programming.
- Development of program policies for:
    - Presentations
    - Concerts
    - Movies
    - Art Gallery
    - Classes
    - Library operations
- Website enhancements completed and ongoing.
- Successful pilot social media advertising campaign.
    - Meta/Instagram promotions increased website traffic significantly.
- Expansion of digital program delivery and concert recordings.

Priority 3: Sustainability

Presenter: Paul Caputo

- Team leader interviews completed
- Opportunities to help with ASA finance meetings
- Completed policies to establish a Reserve Policy and an Investment Policy with drafts of a few other policies in review

Priority 2: Internal Relationships

Presenter: Denise Horvath

- Continued collaboration among: ASA/HOA/ASC
- Community survey efforts on hold for now.
- Discussion regarding publication of article about ASA in a variety of publications including the Chamber of Commerce publications to increase visibility and support future sponsorship development.

Priority 1: External Partnerships and Outreach

Presenter: Chris Eustis

Initiative: Friends of ASA (Co-presenter: Suzanne Ferguson)

Development continues with a "Friends of ASA" supporter program for non-residents.

Potential benefits to the ASA could include:

- Greater attendance at lectures and concerts.
- ASA Library access.
- Development of future donor and volunteer support base.
- Ability to fill selected for-fee classes and activities on a space-available basis."

Initiative: Sponsorship Program

Callie Tippettt reported on exploration of:

- Organizational sponsorships.
- Art gallery and open house sponsorship opportunities.
- Vendor sponsorships.

Purpose:

- Develop unrestricted revenue sources for ASA operations.

Rocking K Partnership Discussion

The Priority 1 team, Dave Rassmussen, Bill McCourt and others, met with representatives from Rocking K to explore:

- Expanded programming partnerships.
- Registration support from Rocking K systems to reserve seats for their members.
- Increased regional audience participation.

Discussion included concerns regarding:

- Capacity limitations of the Koffler Great Room.
- Maintaining ASA identity and operational control.
- Sustainability of growth.
- Continued exploration of fee-based programming

Motion: Bill McCourt moved that Priority Group 1 be authorized to explore charging non-members for ASA programming and return with their recommendations to the Board in December.

Second: Chris Eustis

Discussion addressed:

- Compatibility with ASA's 501(c)(3) status.
- Potential partnership opportunities.
- Operational and technology requirements.
- Need for further research before implementation.

Vote: Motion Passed.

Chris Eustis reported on efforts to:

- Increase resident awareness of volunteer opportunities throughout the broader community.
- Create a centralized listing of community outreach opportunities.

10. Capital Budget Items

Reappropriation of Capital Reserve Funds

Motion: Bill McCourt moved:

> To reappropriate the 2026 Capital Reserve allocation of approximately $14,832 designated for gravel mulch replacement and roll it forward to the 2027 budget year.

Second: Denise Bowls

Vote: Motion Passed unanimously.

Endowment Fund Exploration

Bill McCourt reported on discussions regarding creation of a permanent ASA Endowment Fund.

Key Points

- Community Foundation for Southern Arizona could administer the fund.
- Minimum amount required to establish the endowment: $25,000.
- Existing designated gifts may provide sufficient seed funding.
- Future fundraising campaigns could support long-term growth.
- Endowment earnings would support ASA operations while preserving principal.

11. Adjournment

There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Ann Ratcliff, President ASA