

**Minutes from:
Charlevoix Children's House, Inc.**

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, August 10, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Shelley DeYoung, Seth Arnold, Molly Vargas, Perry Hodgson, Lindsay Lewis, Saulo Rozendo, Kristi Epping, Jill Kline, Ed Bogart, Dianne Dreyer

Absent: N/A

Others Present: N/A

Proceedings:

- Meeting called to order at 6:07 p.m. by President, Shelley DeYoung
- June's meeting minutes were amended and approved by Seth Arnold and seconded by Perry Hodgson

I. Treasurer's Report: Jill Kline

- Kline reviewed May 2015 Revenue/Expense Report and highlighted the contribution of \$57.00 from Mom's Night and \$73.33 from Spartan Save and Share Program. Kline also reviewed specific expenses from CCH's Open House advertisement in Northern Michigan Review. Kline also reviewed June 2015 financial report, the last of our fiscal year.

- Kline reviewed July 2015 Revenue/Expense Report, the first of CCH's fiscal year and highlighted building and general liability insurance expense of \$1,490.00 and \$81.43 monthly expense of telephone and internet. DeYoung requested to have a budget meeting to set the budget for the 2015-2016 year and suggested Monday, August 17, 2015.

II. President's Report: Shelley DeYoung

- DeYoung announced she met with Charlevoix Public Schools to meet the new superintendent, Michael Ritter, and principal, Lisa Meyer. This meeting went very well and CPS agreed to 3% increase in our lease agreement to \$16,480.00 annually and an increase in Miss Molly's compensation to be announced as it is finalized. DeYoung stated that moving forward with a new administrative team that it is very important to be able to present current financial statements readily. Bogart suggested contacting an accountant to be able to re-format our financial records and Hodgson stated that as a board we are responsible for making informed decisions and is imperative to have complete information to do so. Arnold stated at CPS the treasurer position is a paid position and asked what the cost would be to contract this service. Arnold also stated to maintain CCH's non-profit



status we need to be able to publish financial information when needed. DeYoung offered to research accounting firms, such as Mason & Kammerman, to determine this information.

- DeYoung announced again her resignation from the President position, but still is passionate about CCH and resignation is based on performance and scheduling conflicts. Hodgson stated that DeYoung's history and experience in this position is a great asset and would hope that she would remain a part of the board in some capacity. Arnold requested DeYoung remain in the President position until the contract with CPS is secure and Hodgson suggested Arnold taking on the President position and DeYoung taking on the Vice President position. Arnold asked if bi-laws prohibit the transfer of positions and DeYoung didn't believe so, as Policies Chair. Arnold also stated Doug Drenth is excited about the new administrative team to bring new energy and ideas to CPS and DeYoung said that Ritter was very complimentary of Miss Molly.

III. Vice President's Report: Seth Arnold

- No Report

IV. Directress Report: Molly Vargas, Directress

- Vargas stated that packets were mailed home and Student Orientation is set for September 1 throughout the day and has three groups of students. There are a total of 21 students currently enrolled, eight kindergarten students, eight 4-year old students, five 3-year old students. There are three additional kindergarten families interested in enrolling that Miss Molly will meet with in the coming weeks. Dreyer stated that she will be mailing billing statements before the first day of school that Vargas announced is September 8, 2015 for kindergarten and September 9, 2015 for all students. Vargas stated that health appraisal forms must be completed by the first day of school and is not able to give out waivers this year.

- Vargas announced that through the interim state of Michigan inspection CCH needs to update our policies and handbook, specifically man-made or natural disaster procedure and cardiac medical emergency plan. DeYoung suggested contacting CPS and receiving their information on these procedures and Vargas and DeYoung will add the updated information to CCH's parent handbook.

- Dreyer asked if CCH has posted government-labor law posters available in staff areas. DeYoung stated that we do not and should have this information available to our staff.

- Vargas suggested hosting the Parent Meeting September 16, 2015 and announcing the BOD meetings for interested families. DeYoung agreed to meet with Vargas to print updated parent handbooks for this date.

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- Arnold stated we are set to have an irrigation system installed by Rainmaker the last week of August and will be complete by the start of the school year. Arnold said that a deposit of \$780.00 is due and moving forward the company suggested a fertilization and weed control application schedule, for \$100-\$180.00 per application with five applications a year. Arnold presented all of his research and selected Rainmaker because of their experience and great reviews. Rainmaker stated that we will see the best results the next two summers.

DeYoung asked Arnold if he contacted the companies he got a bids from and he agreed to follow up.

- Arnold announced the front door at CCH has an issue that he will look into and contact a locksmith if need be. Hodgson stated we needed copies of keys to the school made.

Website & Marketing Committee: Chair: Saulo Rozendo

- Rozendo will continue to work on the board calendar to create an efficient way to discuss topics. He also stated that he will not be attending CCH's BOD meetings moving forward because both of his children will attend Petoskey Montessori Children's House.

Fundraising Committee: Chair: Perry Hodgson

- Hodgson announced that the 10th Fright Night will be October 30, 2015 and stated that she thought we had too many auction items last year and will remedy this moving forward. Hodgson wants to raise more funds by trying a new auctioning method that will start at retail value of items, rather than start at a minimum bid. Scott McKinney will MC the event this year and moving forward will have a one-week deadline for reimbursements.

- Hodgson announced that CCH now has Wi-Fi and brought up the need and research to purchase a new computer and Quickbooks for the school. Hodgson and Lewis presented grant information through the Charlevoix County Community Foundation that CCH could apply for to go to the expense of the new equipment. Arnold suggested Vargas receiving the new computer and passing down her computer to CCH.

- Perry motioned to purchase iPad-mini 2 and Lewis seconded the motion. Arnold also suggested purchasing a charging doc for the iPad.

- Hodgson also stated that she will research phone service plans to compare pricing

Policies Committee: Chair: Shelley DeYoung

- No Report

Scholarship Committee: Chair: Dianne Dreyer

- Dreyer stated six families applied for scholarships, two did not qualify and four families were awarded scholarships of a total of \$1000.00. Dreyer presented the transfer of funds in CCH's financial records and stated that this was the most applications CCH has received

Grants Committee: Chair: Lindsey Lewis

- Report presented with Hodgson

Social and Volunteer Committee: Chair: Kristi Epping

- Epping suggested organizing a family picnic for CCH families and BOD before the parent meeting. All were supportive and Epping will email out event details for Monday, August 31, 2015

VI. *New Business:*

VII. *Old Business:*

VIII. *Public Comment*

IX. Announcements: The next meeting will be September 14, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:57 p.m by President, Shelley DeYoung
- Meeting notes submitted by Secretary, Kristi Epping