**Minutes from:**

**Charlevoix Children’s House, Inc.**

Executive Board Meeting

*\*approved*

**Date: Monday, August 10th, 2020**

**Time: 6:00 pm**

**Location: Zoom Online Meeting**

**Board Members:**

*Present:* Dianne Dreyer, Molly Arnold, Seth Arnold, Chris Matye, Jill Kline, Amanda Evans

*Absent:* Linda Zerby

*Others Present:* N/A

**Proceedings:**

1. Meeting called to order at 6:04 p.m. by President, Seth Arnold
2. May meeting minutes approved by Seth Arnold and seconded by Chris Matye
3. Matters for Decision

3.1

***Action Item:***

* 1. Administrator Report: *Dianne Dreyer*
     + 1. Cancelled Trash Pick-Up
       2. Discussed PPP Loan
  2. *Treasurer’s Report: Jill Kline, no report tonight*
     + 1. *Update on PPP loan funds status (may automatically be forgiven if it is under a certain amount). Fill out form in September(?).*
  3. *President’s Report/Building, Maintenance & Playground: Seth Arnold*
     + 1. Evergreen double payment recently, one check to be returned to Dianne

*4.3. Vice President’s/Website& Marketing Report: Chris Matye*

*i. Noticed fertilizer sign from Evergreen, Seth states part of a 3 year (?) contract to fertilize if bill paid in full up front.*

*ii. To do work in the backyard (sandbox, musical fence, tree trimming, chopping fallen logs)*

* 1. *Directress Report: Molly Arnold, Directress* 
     1. *Enrollment Update: (3 Kinder, 8 4-year-olds, 6 3-year-olds, going to contact those on wait list)*
     2. *Discussion re: COVID-19 Contract (exposure rules, closing rules, tuition variances (Exposure Closure vs. Mandated Closure), other COVID-19 considerations*
     3. *Still obtaining Childcare Relief Fund, monthly – probably being extended*
  2. *Fundraising & Grant: Amanda Evans*
     1. *Fright Night Update, plans still unknown, but leaning towards inability to host a the event. Amanda to contact Castle Farms to see where they are at with hosting events.*
     2. *Consideration of other fundraiser – pop can drive, Haunted House (2021), Turkey Trot (2021) – possibly virtual for this year.*
  3. *Social & Volunteer/Fundraising & Grant: Linda Zerby, absent*

*5.1 New Business:*

*5.2. Old Business:*

*Announcements:* **Next Board of Director’s meeting will be held on Monday, September 14th at 6:00 pm (Zoom likely, but possibility of Armstrong Conference Room).**

Meeting adjourned at 7:18 P.M. by Seth Arnold.

Meeting Minutes submitted by Amanda Evans, filling in for Secretary, Linda Zerby