**Minutes from:**

**Charlevoix Children’s House, Inc.**

Executive Board Meeting

*\*Final edition- approved*

**Date: Monday, March 9th, 2020**

**Time: 6:00 pm**

**Location: Charlevoix Public Library, Armstrong Room**

**Board Members:**

*Present:* Seth Arnold, Chris Matye, Linda Zerby, Molly Arnold

*Absent:* Dianne Dreyer, Jill Kline, Amanda Evans

*Others Present:* N/A

**Proceedings:**

1. Meeting called to order at 6:00 p.m. by President, Seth Arnold
2. February meeting minutes approved by Arnold and seconded by Matye
3. Matters for Decision

3.1

***Action Item:***

 3.2

***Action Item:***

* 1. *Treasurer’s Report: Jill Kline n/a, absent*
	2. *President’s Report/Building, Maintenance & Playground: Seth Arnold*
		1. New furnace is installed, gutters need to be cleaned this spring and will need trees cut around school
		2. Still awaiting final invoice from EPS.

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

 *i. enrollment and open house advertising*

* 1. *Directress Report: Molly Vargas, Directress*
		1. *Enrollment update, enrollment begins April 17th, anticipating a wait list this year so will need criteria for wait list/preference,ie preference is given to full time students, siblings, alumni. Hours for open house 8:30am-3pm*
		2. *May need new furnace inspection for final licensing review*
	2. *Fundraising & Grant: Amanda Evans:*
		1. *FN update sent by email, need to send check to reserve the October 30th date for FN 2020*
	3. *Social & Volunteer/Fundraising & Grant: Linda Zerby*
		1. Playground clean up will be planned as the Disney family fundraiser, also in preparation for routine playground inspection

*5.1 New Business:*

*5.2. Old Business:*

*Announcements:* **Next Board of Director’s meeting will be held on April 13th at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

Meeting adjourned at 6:45 p.m by Seth Arnold.

Meeting Minutes submitted by Secretary, Linda Zerby