

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, December 14, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Shelley DeYoung, Perry Hodgson, Kristi Epping, Jill Kline, Ed Bogart

Absent: Seth Arnold, Molly Vargas, Lindsay Lewis, Laura Boss, Dianne Dreyer

Others Present: N/A

Proceedings:

- Meeting called to order at 6:18 p.m. by Treasurer, Jill Kline
- There were no official meeting minutes from November's meeting to be approved

I. Treasurer's Report: Jill Kline

- Kline presented financial reports for October 2015 and November 2015 in the former format, as she is still learning Quickbooks. DeYoung asked if CCH had received the lease income from Char-Em because it was not recorded on the financial reports presented.

Action Point- *Kline agreed to contact Dreyer about the status of Char-Em lease income*

- Kline highlighted the contribution in November 2015 from anonymous donor of \$1000.00 from Charlevoix County Community Foundation. Hodgson announced this was a donation from Fright Night and Kline asked if the board would prefer to document Fright Night income and expenses separate from the operating financial reports and discussion followed

II. President's Report: Seth Arnold

- No report

III. Vice President's Report: Shelley DeYoung

- DeYoung initiated discussion of wage increases for classroom aides. A number of questions arose and board agreed that more information is needed prior to board action in order to ensure that CCH is offering a fair and competitive wage.

Action Point- *Board members agreed to research comparable wages for Montessori classroom aides in the region*

Action Point- *Board members will request a brief summary of expected hours per week for each employee in order to determine impact on annual budget.*



Any potential wage increases will be discussed and voted upon at BOD January 11, 2016 meeting.

IV. Directress Report: Molly Vargas, Directress

- No report

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- No report

Website & Marketing Committee: Chair: Perry Hodgson

- No report

Fundraising Committee: Chair: Perry Hodgson

- No report

Policies Committee: Chair: Shelley DeYoung

- DeYoung will research the policy for Charlevoix Public School for emergency procedures for "other natural and man-made disasters"

Action Point- DeYoung will present CPS policy at January 11, 2016 BOD meeting

Scholarship Committee: Chair: Dianne Dreyer

- No report

Grants Committee: Chair: Lindsey Lewis

- No report

Social and Volunteer Committee: Chair: Kristi Epping

- No report

VI. New Business:

VII. Old Business:

VIII. Public Comment

IX. Announcements: The next meeting will be January 11, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:45 p.m by Vice President, Shelley DeYoung
- Meeting notes submitted by Secretary, Kristi Epping

