

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, February 8, 2016

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Seth Arnold, Shelley DeYoung, Kristi Epping, Perry Hodgson, Laura Boss, Molly Vargas, Dianne Dreyer

Absent: Jill Kline, Lindsay Lewis, Ed Bogart

Others Present: N/A

Proceedings:

- Meeting called to order at 6:09 p.m. by President, Seth Arnold
- Arnold motioned to approve 1/11/16 meeting minutes, Hodgson seconded the motion and was approved by all

I. Treasurer's Report: Jill Kline

- Dreyer announced that 2015-2016 has been the best year to date of tuition payments received on time and accredits timely invoices with personal notes of upcoming due dates.
- Dreyer presented account balances as of 2/8/16 for CCH's scholarship, operating, fundraising and insurance accounts, noting that two expenses from Fright Night were just billed and paid.

II. President's Report: Seth Arnold

- Arnold presented his findings on the possible Vargas's wage increase from meeting with both accountant Mason, Kammerman & Rohrback, P.C. and attorney Harry K. Golski. After the review of pertinent documents, Golski found no basis that any such payment to Vargas would constitute a breach in lease or employment contract and CCH should confer with Mason, Kammerman & Rohrback, P.C. to determine the appropriate way of funding this transaction to comply with tax and employment requirements pending approval of BOD.

Action Point- *Arnold will call a special meeting to investigate further the possible Vargas' wage increase after current financial statements are presented*

Action Point- *Arnold will contact Kline and Dreyer to arrange another meeting with Mason, Kammerman & Rohrback, P.C. for Quickbooks training and to present current financial statements*



- Arnold also stated that Lewis will email the BOD of internet options for CCH and we will be able to vote via email to efficiently make a decision.

III. Vice President's Report: Shelley DeYoung

- No Report

IV. Directress Report: Molly Vargas, Directress

- Vargas announced Dad's Night will be hosted at CCH on 2/11/16 were in need of one more family to volunteer dessert tray.

- Vargas stated that interested families have already been contacting CCH about enrollment for 2016-2017 and mid-March paperwork goes out to current students about returning to evaluate how many openings will be available. Vargas suggested researching competitive preschools for tuition costs and updating enrollment paperwork and possible tuition changes.

Action Point- *Vargas will email the BOD enrollment paperwork and following Board Members will research tuition costs in area preschools*

- **Hodgson:** *Petoskey Montessori Children's House*
- **Boss:** *St. Mary School*
- **Epping:** *Boyne City Preschool*

- *Vargas thanked Dreyer for all of her help in passing the inspections*

V. Committee Reports:

Building, Maintenance & Playground Committee: *Chair: Seth Arnold*

- Epping asked if the tree down near the CCH exit was on our property and blocking visibility. It was stated that the tree was either on private or township property and we will re-address in the Spring.

- Epping also asked if the icy parking lot was a safety concern for the students

Action Point- *Arnold will contact KP about sanding the CCH parking lot*

Website & Marketing Committee: *Chair: Perry Hodgson*

- No Report

Fundraising Committee: *Chair: Perry Hodgson*

- Hodgson presented the feedback from Charlevoix County Community Foundation on applying for a grant for CCH and recommended applying for a new exterior sign. Arnold volunteered to contact Sign & Design for researching the cost of two exterior signs. Hodgson also suggested creating a running wish list that we could use for future grant ideas.

Action Point- *Arnold will contact Sign & Design about bidding exterior signs*

Policies Committee: Chair: Shelley DeYoung

- DeYoung researched and presented her findings on "other natural and man-made disasters" policy and believed CCH's policies met this requirement

Action Point- *Vargas will scan and email the other natural and man-made disaster policy from the inspection*

Scholarship Committee: Chair: Dianne Dreyer

- Dreyer announced that the scholarships have been awarded and reflected on scholarship account balances

Grants Committee: Chair: Lindsey Lewis

- No Report

Social and Volunteer Committee: Chair: Kristi Epping

- Epping announce the Busy Bodies Bounce Town FUNdraiser would be hosted on Friday, March 4th at 5:30-7:30 pm and 10 adults and 13 children have already RSVP'd and had a good response so far.

VI. New Business:

- Epping stated that Joe Charlevoix tentatively agreed to be the celebrity judge for "Fright Night" costume contest and presented Little Traverse Boards as a possible featured auction item

Action Point- *Epping will contact Little Traverse Boards and ask about a deadline for donation and present to the board*

VII. Old Business:

VIII. Public Comment

IX. Announcements: **Next meeting will be Tuesday, March 14, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:29 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.