

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

Executive Board Meeting

*\*Preliminary edition- unapproved*

**Date: Monday, January 11, 2016**

**Time: 6:00 pm**

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

**Board Members:**

*Present: Seth Arnold, Jill Kline, Kristi Epping, Perry Hodgson, Laura Boss, Ed Bogart, Molly Vargas, Dianne Dreyer*

*Absent: Shelley DeYoung, Lindsay Lewis*

*Others Present: N/A*

**Proceedings:**

- Meeting called to order at 6:04 p.m. by President, Seth Arnold
- December's Meeting Minutes were approved by Seth Arnold and seconded by Perry Hodgson

*I. Treasurer's Report: Jill Kline*

- Kline highlighted two expenses from December 2015 and Dreyer presented current CCH account balances as of 1/11/16 and discussion followed

*II. President's Report: Seth Arnold*

- Arnold addressed how as a board we communicate and make decisions in a timely manner at the monthly board meetings. Arnold suggested following a similar procedure as the Charlevoix Public Schools and communicate more through email prior to the monthly board meeting to collectively make decisions at the meeting. Perry suggested appointing a board member to spearhead the research and be responsible for the information for specific issues. Discussion followed

**Action Point-** *BOD communicate more through email in order to make informed decisions at monthly board meetings*

*III. Vice President's Report: Shelley DeYoung*

- No Report

*IV. Directress Report: Molly Vargas, Directress*

- Vargas announced a change in enrollment with one, three-morning pre-k student being absent for the months of February and March and the addition of one, five-full day pre-k



student with after-school care until 5:30 pm, which will increase the classroom aides hours worked per week.

- Perry Hodgson motioned for \$1.00 per hour raise for both Miss Betsy and Miss Andrea and Seth Arnold seconded the motion. It was approved by all voting board members with the understanding moving forward wage increases would remain in 0-3% range now that the classroom aides' wages are more comparable with industry standards.

**Action Point-** Vargas will present \$1.00 per hour raise to classroom aides' upcoming evaluation

- Arnold researched and presented the average teacher salaries for Charlevoix Public Schools and contacted Mason & Kammerman about opportunities to increase Varagas' wage. Arnold will share this information with the board as it becomes available.

#### *V. Committee Reports:*

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

- Vargas requested to have snow removed from CCH mailbox as the grounds are being plowed.

**Action Point-** Arnold will contact snow plow service about removing snow from the mailbox area

**Website & Marketing Committee:** Chair: Perry Hodgson

- No report

**Fundraising Committee:** Chair: Perry Hodgson

- Hodgson suggested creating CCH Open House sponsored ad on facebook for the event

**Policies Committee:** Chair: Shelley DeYoung

- No report

**Scholarship Committee:** Chair: Dianne Dreyer

- Dreyer announced the license renewal paperwork and payment has been submitted and inspection is unannounced, but should occur in the near future.

- Dreyer also announced four scholarships were awarded in the total amount of \$1,000.00 and have been accredited to the accounts.

**Grants Committee:** Chair: Lindsey Lewis

- Hodgson suggested submitting a request to the Charlevoix Community Foundation and discussion followed. One suggestion included replacing the exterior sign, landscaping and possible lighting of the sign.

**Action Point-** Hodgson will write grant and submit to Charlevoix Community Foundation

**Social and Volunteer Committee:** Chair: Kristi Epping

- Epping will contact Busy Bodies Bounce Town about fundraising opportunity for Friday, March 4<sup>th</sup> time TBD and will contact BOD through email with more details

**Action Point-** *Epping will email BOD with details about fundraising opportunity*

VI. *New Business:*

VII. *Old Business:*

VIII. *Public Comment*

**IX. Announcements:** The next meeting will be February 8, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:43 p.m by President, Seth Arnold
- Meeting notes submitted by Secretary, Kristi Epping