

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, March 14, 2016

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Seth Arnold, Jill Kline, Kristi Epping, Laura Boss, Molly Vargas, Dianne Dreyer, Lindsay Lewis, Ed Bogart

Absent: Shelley DeYoung, Perry Hodgson

Others Present: Erin Hofbauer, Greg Waterman

Proceedings:

- Meeting called to order at 6:04 p.m. by President, Seth Arnold
- Arnold motioned to approve 2/8/16 meeting minutes, Epping seconded the motion and was approved by all

I. Treasurer's Report: Jill Kline

- Kline presented financial reports as of 2/29/2016, highlighting the "Repairs/Maintenance" line item notating that the sprinkler system installation was cause for the high year-to-date total. Discussion followed.

- Dreyer presented account balances as of 3/13/16 for CCH's scholarship, operating, fundraising and insurance accounts.

II. President's Report: Seth Arnold

- Arnold presented the discussion with Charlevoix Public School Superintendent, Michael Ritter, about the interest in expanding Charlevoix Children's House to include an Elementary Classroom. Ritter's response was positive and emphasized the importance of infrastructure, building a lasting program and location of the new classroom. Arnold also presented previous expansion plans to the board and guests and discussion followed. Hofbauer and Waterman expressed interest in this expansion project and Hofbauer volunteered to research plans further. Hofbauer will create a parent survey to distribute to current and previous CCH families and will present these findings to the board. Arnold suggested creating an "Expansion Committee" with an appointed board member if there is enough interest from parents.

Action Point- Hofbauer will finalize and distribute a parent survey to CCH families to gather interest in expanding to an Elementary classroom



III. Vice President's Report: Shelley DeYoung

- No Report

IV. Directress Report: Molly Vargas, Directress

- Vargas announced Charlevoix Children's House Open House will be held Friday, April 22, 2016 from 8:30 am-3:30 pm while the Kindergarten Round Up is being held at Charlevoix Elementary School. Vargas anticipates a busy day with potential new students, so there will be no class held at this time for current CCH students. Vargas asked Epping to contact Hodgson to together create a newspaper ad, banners and Facebook sponsored advertisements for the Open House.

- Vargas stated that paperwork must be updated with current tuition information for 2016-2017 and have families already interested in enrollment. Epping presented competing preschool tuition information in the surrounding areas and discussion followed.

- Kline motioned to keep tuition rates at Charlevoix Children's House the same as 2015-2016 and Lewis seconded the motion. It was approved by all voting board members

Action Point- *Hodgson and Epping will create a marketing campaign for CCH's Open House including a newspaper advertisement, Facebook sponsored advertisements and community banners.*

Action Point- *Kline will update all CCH enrollment forms with 2016-2017 dates and tuition*

- Vargas asked if the desktop computer in the CCH office could be removed because it is no longer in working order and Dreyer will look into cleaning the hard drive and removing it.

V. Committee Reports:

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

- Arnold presented a new exterior sign idea from Sign & Design and will apply for a grant with the Charlevoix County Community Foundation in October 2016. Discussion followed

Website & Marketing Committee: *Chair: Perry Hodgson*

- No Report

Fundraising Committee: *Chair: Perry Hodgson*

- Epping presented the Plant Sale Fundraiser information from previous years and the board approved to organize and execute this event for April in collaboration with Bridge Street Blooms. Vargas suggested coordinating pick-up of plants on the date of the Trike-a-Thon. Lewis presented HydroRoot to be sold along with the Plant Sale. Epping will email the board as the fundraiser develops.

Policies Committee: *Chair: Shelley DeYoung*

- No Report

Scholarship Committee: Chair: Dianne Dreyer

- No Report

Grants Committee: Chair: Lindsey Lewis

- Lewis presented internet options and suggested Charter with the educational rate through her research. Lewis will email the board with the e-rate for CCH.

Social and Volunteer Committee: Chair: Kristi Epping

- Epping announced the Busy Bodies Bounce Town FUNdraiser was very well attended with 53 children and CCH made \$106.00 from the event. Kline suggested hosting another event in the Spring and all agreed.

VI. New Business:

VII. Old Business:

VIII. Public Comment

IX. Announcements: **Next meeting will be Monday, April 11, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:56 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.