

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

Executive Board Meeting

***APPROVED**

Date: Monday, March 6, 2017

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

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

Absent: N/A

Others Present: N/A



Proceedings:

1. Meeting called to order at 6:07 p.m. by President, Seth Arnold
2. Arnold motioned to approve 1/9/17 meeting minutes, Hodgson seconded the motion and was approved by all
3. Matters for Decision
 - 3.1 Discussion of 2016-2017 budget transpired and Arnold stated Mason, Kammermann, & Rohrbach are currently preparing a balance sheet for Charlevoix Children's House. Kline presented financial reports as of 2/28/17 and discussion followed. Hodgson asked for clarification on a few line items and Kline explained.
 - 3.2 CCH Staff Evaluations and Pay Discussion transpired and Hodgson presented current salaries of like positions, \$9.24-\$21.00 per hour with a median of \$13.30, and the percentages for pay raises of 0-3%. Hodgson suggested \$1.00 raise would put both CCH staff closer to the median salary of this position. Arnold motioned for \$1.00 per hour raise for both T.A. 1 to \$13.50, and T.A. 2, to \$12.50, and Hodgson seconded the motion and was approved by all voting board members.

Action Item- Vargas will present \$1.00 raise retroactive to January 2017

- 3.3 Epping presented area preschool tuition rates and compared as closely as possible to CCH current tuition rate. Budget discussion followed and Arnold motioned to maintain the same tuition rates into 2017-2018. Lewis seconded the motion and was approved by all.

Action Item- Vargas will update enrollment information, with assistance from Kline if needed.

4.1 *Treasurer's Report: Jill Kline*

Presented in 3.1

4.2 *President's Report/Building, Maintenance & Playground: Seth Arnold*

No Report

4.3. *Vice President's Report:*

Lewis stated that Charlevoix Schools Foundation Board is awarded Vargas new classroom materials and next grant cycle will be in October 2017.

4.4 *Directress Report: Molly Vargas, Directress*

Vargas announced our Open House date for 4/21/17 and will need to market for the event.

Action Item- Epping will contact Bailey Design & Consulting to create new banner and create facebook event page and Boss will update flier for 2017

4.5 *Website & Marketing: Perry Hodgson*

No Report

4.6 *Scholarships: Dianne Dreyer*

Dreyer stated that she would follow up and try to collect an outstanding due.

4.7 *Grants: Lindsay Lewis*

No Report

4.8 *Social & Volunteer: Kristi Epping*

Epping stated the attendance of our CCH Mt. McSauba Sled party and feedback from the families.

5.1 *New Business:*

5.2. *Old Business:*

Announcements: Next meeting will tentatively be held on Monday, April 10, 2017 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:38 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.

