

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

Executive Board Meeting

**APPROVED*

Date: Monday, May 8, 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: Amanda Evans



Proceedings:

1. Meeting called to order at 6:03 p.m. by President, Seth Arnold
2. Arnold motioned to approve 4/10/17 meeting minutes, Boss seconded the motion and was approved by all
3. Matters for Decision
 - 3.1 Epping asked the BOD if we would want to create an end of the year parent survey. Discussion followed and majority vote was to update CCH's survey to email to current families.

Action Item- Epping will email BOD with 2015-2016 Parent Survey and receive feedback to update for 2016-2017

- 3.2 Arnold stated that he's contacted CES Superintendent Mike Ritter and is setting up a date for CES-CCH Contract for 2017-2019

Action Item- Arnold, Lewis, Hodgson and Vargas will attend Contract meeting and negotiate terms on kindergarten enrollment

4.1 Treasurer's Report: Jill Kline

Kline presented Financial Reports as of 4/30/17 and highlighted key expenses. Kline stated current balances and discussion followed.

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

Arnold stated Mason, Kammerman and Rohrback are finalizing financial reports will be complete in late May. Kline and Arnold will have a meeting with the representative of Mason, Kammerman and Rohrback in late May or June.

4.3. *Vice President's Report:*

No Report

4.4 *Directress Report: Molly Vargas, Directress*

Vargas presented current enrollment for 2017-2018, with a total of 19 students enrolled with six 3-year olds, five 4-year olds and eight kindergarten students. Vargas also stated the special events for May and June and asked for suggestions of dealing with aggressive squirrels chewing threw the exterior garbage can lid

Action Item: Boss will get orange cones for St. Jude's Trike-A-Thon set for 6/18/17

4.5 *Website & Marketing: Perry Hodgson*

Hodgson stated the CCCF grant is available until August 2017. Arnold motioned for CCH to pay \$234.00 for shipping and was unanimously approved by all. Hodgson volunteered to contact Cedar Works for timeline and report back to BOD.

Action Item: Hodgson will finalize CCCF grant application for June 2017

4.6 *Scholarships: Dianne Dreyer*

Lewis volunteered to collaborate with Dreyer on scholarship application review. Vargas announced that scholarship applications have been distributed and due 6/1/17 and awarded 6/15/17.

4.7 *Grants: Lindsay Lewis*

Presented in 4.6

4.8 *Social & Volunteer: Kristi Epping*

Epping stated the results of our Spring Fundraiser with Bridge Street Blooms and HydrRoot. CCH sold \$825.00 in Bridge Street Blooms gift cards and \$60.00 in HydroRoot.

5.1 *New Business:*

5.2. *Old Business:*

Announcements: Next meeting will be tentatively held on Monday, June 12, 2017 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 6:49 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.

