

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

**Executive Board Meeting**

*\*Preliminary edition- unapproved*

**Date: Monday, May 9, 2016**

**Time: 6:00 pm**

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

**Board Members:**

*Present:* Seth Arnold, Kristi Epping, Perry Hodgson, Lindsay Lewis, Laura Boss, Molly Vargas

*Absent:* Shelley DeYoung, Jill Kline, Ed Bogart, Dianne Dreyer

*Others Present:* N/A

**Proceedings:**

- Meeting called to order at 6:21 p.m. by President, Seth Arnold
- Arnold motioned to approve 3/14/16 meeting minutes, Hodgson seconded the motion after review of Treasurer Report from these minutes and was approved by all

*I. Treasurer's Report: Jill Kline*

- No Report

*II. President's Report: Seth Arnold*

- Arnold suggested restructuring our Board of Director's meetings to focus on action items at the beginning of our meetings and following with Board and Committee Reports to ensure ample time for decisions to be made. Arnold requested the meeting agenda to reflect this change.

**Action Point-** *Epping will reorganize our BOD Meeting Agenda and will email to our board members with May meeting minutes*

- Arnold also requested financial reports be emailed out to the Board of Director's 24 hours prior to our meetings in order to make decisions effectively and with current information. Arnold suggested creating a financial sub-committee that could assist in this matter and asked if any current board member would be interested in this position. Boss expressed interest in this position.

**Action Point-** *Boss will contact Kline and Dreyer to have a meeting regarding organization of the financial sub committee*

- Arnold asked Lewis to present internet and phone options from Cynergy and Charter that were emailed to the Board. Lewis made a motion to change our internet and phone provider to



Charter (60meg downloadx4 upload) and was approved by all. Arnold suggested waiting for installation until after the school year ends and Lewis agreed.

**Action Point-** *Lewis will finalize our contract with Charter and will set a mid-June installation date. Vargas will email our nonprofit tax id to Lewis for Charter rate*

- Arnold asked about the progress of the expansion project and involvement of Hofbauer and Waterman. Vargas said she met with Michael Ritter and he was open to the discussion of expansion and Epping and Boss volunteered to create an “end of school year” survey to track interest of current parents in continuing in the Montessori method past kindergarten.

**Action Point-** *Epping and Boss will create an online survey to track parent interest in CCH expansion*

### *III. Vice President’s Report: Shelley DeYoung*

- No Report

### *IV. Directress Report: Molly Vargas, Directress*

- Vargas presented the results from the Open House and current enrollment for the 2016-2017 year, with 8 preschool students and 11 kindergarten students. Vargas stated that we have more kindergarten and early kindergarten for the upcoming school year compared to this year and our contract with CPS states a minimum number of kindergarten students, but no maximum. Arnold suggested adding a cap to kindergarten enrollment to our contract when it is renewed in 2017. Vargas stated that enrollment could change up to the start of the new school year and would like to focus on enrolling additional preschool students.

**Action Point-** *Hodgson requested Vargas email 2015-2016 and 2016-2017 schedule and tuitions to compare the numbers*

### *V. Committee Reports:*

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

- No Report

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

- No Report

#### **Fundraising Committee:** Chair: Perry Hodgson

- Hodgson presented the requirements to apply for the Charlevoix County Community Foundation grant and suggested applying for playground equipment for the next October deadline. Lewis also suggested applying for a Charlevoix Public Schools Community Foundation grant and creating a running wish list for Charlevoix Children’s House

#### **Policies Committee:** Chair: Shelley DeYoung

- No Report

#### **Scholarship Committee:** Chair: Dianne Dreyer

- No Report

**Grants Committee:** Chair: Lindsey Lewis

- No Report

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

- Epping presented the results from the Bridge Street Blooms gift card fundraiser. 13 families participated, \$1,450.00 worth of gift cards were sold and CCH made \$209.00 from our efforts.

VI. *New Business:*

VII. *Old Business:*

**Action Point-** *Hodgson will email BOD to discuss Vargas wage*

VIII. *Public Comment*

IX. *Announcements:* **Next meeting will be Monday, June 13, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:33 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.