

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, October 12, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

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

Absent: Ed Bogart

Others Present: N/A

Proceedings:

- Meeting called to order at 6:04 p.m. by Vice President, Seth Arnold
- September's meeting minutes were amended and approved by Seth Arnold and seconded by Lindsey Lewis
- Seth Arnold officially welcomed Laura Boss to the Board of Directors

I. Treasurer's Report: Jill Kline

- Kline presented the new format for Charlevoix Children's House, Inc. budget created with QuickBooks and under the direction of Mason, Kammermann & Rohrback, P.C. Kline reviewed that the fiscal year for CCH runs July-July and presented the Profit & Loss statement for July, August and September 2015. Kline highlighted that the income appears as it is billed and scholarships are included as an income line item, for a total of \$1,000.00 per semester. Kline also stated Tuition and Fees- Other includes both student's tuition and day care fees. Other Income included \$993.00 in September awarded by the Charlevoix County Community Foundation for the new laptop. Kline also reviewed the Expense line items, highlighting that the Charlevoix St. Bank Merchant Fee will be eliminated and replaced with the smaller fee of using Square credit card system and combining Utilities and Occupancy Expenses-Other to include trash, water, gas and electric fees.

- Kline presented the proposed Profit & Loss Budget Overview for July 2015-July 2016 and discussed adjusting some of the numbers, including increasing Salaries & Wages to \$36,000.00 and combining Supplies and Office Supplies for a total of \$2,400.00. Lewis suggested increasing the budget for Utilities with the 4% increase in City Water and with the installation of the irrigation system. Kline also suggested increasing the Maintenance & Repairs budget to accurately reflect what is needed.



- Kline and Dreyer also presented Dues Received and Income by Customer Summary reports, without family names for confidentiality purposes. Kline announced the current balances in the following accounts:

Operating	\$16, 876.01
Insurance	\$3,464.80
Fundraising	\$18,240.25
Scholarship	\$407.25

II. President's Report: Shelley DeYoung

- DeYoung held the reorganization meeting of the Board of Directors for 2015-2017. Following nominations, the slate of officers was unanimously approved:

President	Seth Arnold
Vice President	Shelley DeYoung
Treasurer	Jill Kline
Secretary	Kristi Epping

Seth Arnold, as CCH President 2015-2017, will need to appear on all official documents.

III. Vice President's Report: Seth Arnold

- No Report

IV. Directress Report: Molly Vargas, Directress

- Vargas presented to the Board a former Montessori Primary Classroom Directress inquired about opening CCH Infant/Toddler Classroom. Arnold stated that our current campus couldn't handle another classroom, but would be something to consider in the future. Vargas stated that daycare needs in Charlevoix are far greater than what is available and one particular daycare had to turn down 60 families. Arnold suggested creating an exploratory group where we could outline the cost and need for such program that could feed into our existing program. Prior CCH Summer Camps were discussed and determined that the wear and tear on the facility and materials were great and the profit was less than what would be needed to offer another session.

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- Lewis stated the trees that were obstructing the nature path were cleared and was much appreciated by the BOD.

Website & Marketing Committee: Chair: Perry Hodgson

- Hodgson updated the color scheme of the website, added photos, published a CCH school calendar and posted all of the current Fright Night information.

Fundraising Committee: Chair: Perry Hodgson

- Hodgson state that Fright Night 2015 is quickly approaching and is having a difficult time finding volunteers. Hodgson stated that a Decorations Chair is still needed and will be posting sign-up sheet at CCH for parent volunteers for the event. Hodgson announced she has five sponsors for \$500.00 each that receive 8 tickets for their sponsorship and parent tickets will be turned in on October 26, 2015. Hodgson also has sponsorships for \$250.00 for two tickets available. The promotional video has be posted, banners will be going up and producing a new banner for the front yard at CCH, boosted facebook posts for two weeks and submitted the press release. Hodgson expressed wanting to create a brochure for the event with bid numbers on the back for the live auction and has a photographer to capture the event again this year.

- Hodgson said that she has been receiving auction items by parents and asked for volunteers outside of CCH for extra hands for the event. Hodgson also stated that she is trying to get totes donated for the event to hold all of the winnings and to make check-out go more smoothly. Hodgson announced Scott McKenzie will be emceeing the event again this year and will be assisted by Tim Nixon. Hodgson also announced Lake Charlevoix Brewing Company will be providing beer at a low cost to CCH for the event. Lewis stated she received Piston tickets for a donation and Kline offered to help organize the open bar.

Policies Committee: Chair: Shelley DeYoung

- No Report

Scholarship Committee: Chair: Dianne Dreyer

- Dreyer requested that the deadline for scholarship application is December 1st, 2015 be announced in the weekly parent newsletter

Grants Committee: Chair: Lindsey Lewis

- Lewis stated Dreyer filled out the required paperwork and box top program is up and running at CCH. Lewis will drop off a deposit box this week.

Social and Volunteer Committee: Chair: Kristi Epping

- Epping presented a fundraising opportunity at Busy Bodies Bounce Town for the winter or spring. BBBT will host the fundraiser in-house and a percentage is donated back to CCH. The BOD approved and Epping will plan for a future date TBA

VI. New Business: Kline asked if parent volunteers for Monday Meetings would need to have a background check. Vargas state the State Law states that supervised volunteers do not need to have a background check. DeYoung asked how CPS runs their parent volunteers and Epping volunteered research this issue.

VII. Old Business:

VIII. Public Comment

IX. Announcements: The next meeting will be November 9, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:52 p.m by Vice President, Seth Arnold
- Meeting notes submitted by Secretary, Kristi Epping