

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, September 12, 2016

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Seth Arnold, Jill Kline, Kristi Epping, Perry Hodgson, Laura Boss, Molly Vargas,

Absent: Lindsay Lewis, Ed Bogart, Dianne Dreyer

Others Present: N/A



Proceedings:

1. Meeting called to order at 6:08 p.m. by President, Seth Arnold
2. Arnold motioned to approve 8/8/16 meeting minutes, Hodgson seconded the motion and was approved by all
3. Matters for Decision- N/A
- 4.1 *Treasurer's Report: Jill Kline*
 - No Report, but Kline will complete financials before our October BOD meeting. Kline also presented our account balances on behalf of Dreyer, as well as showed the board payment coupons that will be passed out at the parent meeting.

Action Item- Vargas will email Kline the CCH preschool families that will be given the payment coupons

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

- Vargas stated that the Cedarworks playground equipment for the CCCF grant must be placed on the fall zone and Arnold requested turnaround time and specifications to ensure that there is ample room if we do receive the funds.

Action Item- Epping will email the Cedarworks playground equipment specifications

4.3 *Vice President's Report/Policies: N/A*

4.4 *Directress Report: Molly Vargas, Directress*

- Vargas announced that the parent meeting is set for this Wednesday, September 14, 2016 in Community Room A at the Charlevoix Public Library and has not received any interest in additional parents joining the board for the 2016-2017 year. Vargas

asked if we finalized the decision to present biographies for the board of directors and all agreed to again present the bio's along with the ballot.

Action Point- Epping will email the BOD bio's from last year and request any updates by 9/13/16

- Vargas also presented current enrollment with 12 kindergartner students, 3 three-morning students, 4 three-full day students and 4 five-full day students, with a total of 19 families.

4.5 *Website & Marketing: Perry Hodgson*

4.6 *Scholarships: Dianne Dreyer*

4.7 *Grants: Lindsay Lewis*

- Vargas stated that Lewis set the Charter install 9/14/16 and Arnold requested that Charter also use their wireless router for our system.

4.8 *Social & Volunteer: Kristi Epping*

- Epping and Boss presented the Fright Night parent packet that will be presented at the parent meeting. They announced that all CCH parents will be required to participate in Fright Night and will have sign-up sheets for the auction committee, decorations and set-up/clean-up available at the parent meeting.

- Epping stated that we had nine families attend the "Back-to-School" picnic in the park and was a successful event, but will note the soccer schedule for next years' event.

5.1 *New Business:*

5.2. *Old Business:*

Announcements: Next meeting will be on Monday, October 10, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:10 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.

