

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, April 13, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Dianne Dreyer, Molly Arnold, Perry Hodgson, Ed Bogart, Kristi Epping, Lindsey Lewis, Saulo Rozendo

Absent: Shelley DeYoung, Seth Arnold, Jill Kline

Others Present: N/A

Proceedings:

- Meeting called to order at 6:22 p.m. by Perry Hodgson
- March's meeting minutes were amended and approved by Fundraising Chair, Perry Hodgson

I. Treasurer's Report: Jill Kline

- No Report

- On behalf of Kline, Dreyer asked what the Board of Directors what they thought was unclear and didn't understand about the budget. Hodgson created a proposed operating budget and presented it to the Board. Hodgson suggested using historical numbers to be able to compare year to year and reorganizing the current model used. Dreyer stated she would need the checkbook to be able to announce the exact balance in the account and stated that CCH has several accounts all at Charlevoix State Bank, including operating, scholarship, and fundraising accounts. Dreyer explained that some donations are specific to different areas and CCH created different accounts to reflect this. Hodgson offered to collaborate with Kline to update the current budget format for the BOD to make more-informed decisions.

- Hodgson also stated that she talked to Charlevoix State Bank and was advised to cancel our credit card terminal. Hodgson volunteered to research getting a smart phone for CCH to set up a pay pal account and router for Wi-Fi. Dreyer stated that CCH received a call from Charlevoix State Bank and reduced the interest rate on the mortgage to 5.5%.

II. President's Report: Shelley DeYoung

- No Report

III. Vice President's Report: Seth Arnold



- No Report

IV. Directress Report: Molly Arnold, Directress

- Arnold thanked Hodgson for Open House marketing efforts and asked if Hodgson had heard a response from Screen Masters. Hodgson agreed to follow up with Screen Masters to get a banner visible to the community. Hodgson created an ad with The Charlevoix Courier to be run this week and asked the BOD if we wanted to place an online ad for \$50.00. The BOD agreed to the online ad and requested it be posted on Facebook by the Courier.
- Arnold has sent out 10 invitations to the Open House to interested families and Charlevoix Elementary School is working in collaboration with CCH and sending over families with kindergarten students that would be a good fit. CCH has 7 kindergarten students for the 2015-2016, two siblings and one new enrollment for a total of 15 students. Arnold stated we have a maximum of 10 and minimum of 8 kindergarten students to meet requirements. Dreyer volunteered to bake cookies for the Open House and Arnold will place an outdoor sign with balloons.
- Arnold asked if there was any interest in organizing a plant sale for a spring fundraiser and general consensus was that we would not host a sale this year.
- Lewis announced that there was a problem with the parent survey and couldn't gain access to all of the information. 12 parents responded to the survey and Lewis sent an email to administration for help. The survey is available until 5/18/15

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- No Report

Website & Marketing Committee: Chair: Saulo Rozendo

- Epping stated Meeting Minutes are current on CCH website
- Rozendo is continuing to work on developing Salesforce account for CCH. It is free for non-profit organizations and could be used for an additional source of communication for families, as well as profiles of previous students and updates of their accomplishments. Hodgson emailed Rozendo the 501(c)3 status to create this account.

Fundraising Committee: Chair: Perry Hodgson

- Hodgson paid deposit to Castle Farms for Fright Night 2015 and announced the event will be held on Friday, October 30, 2015.
- Dreyer offered to print and submit form for Castle Farms "Not So Real Castle Wedding" liquor license to benefit CCH. Voted "yes" include Dianne Dreyer, Molly Arnold, Perry Hodgson, Ed Bogart, Kristi Epping, Lindsey Lewis, Saulo Rozendo and absent include Shelley DeYoung, Seth Arnold and Jill Kline from 4/13/15.
- Rozendo suggested collecting box tops for education as a fundraising idea. Lewis volunteered to research this.

- Hodgson asked if CCH is still interested in having professional photos taken of Charlevoix Children's House. Epping volunteered to take some photos, as well as Jamie Bogart expressed interest in taking some photos in the spring.

Policies Committee: Chair: Shelley DeYoung

- No Report

Scholarship Committee: Chair: Dianne Dreyer

- Dreyer stated scholarship was awarded to the only applicant and wanted to encourage more families to apply in the future. Arnold included scholarship information in the newsletter and passed out forms in parent folders. Hodgson suggested sending out an email reminder of scholarship deadlines

- Hodgson encouraged more than one Executive Board Member to be aware of the scholarship awardees for the future. Dreyer expressed the confidentiality aspect and is recorded in book keeping as "scholarship awarded"

Grants Committee: Chair: Lindsey Lewis

- No Report

Social and Volunteer Committee: Chair: Kristi Epping

- No Report

VI. New Business:

VII. Old Business:

VIII. Public Comment

IX. Announcements: **Next meeting will be May 11, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

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