**Minutes from:**

**Charlevoix Children’s House, Inc.**

Executive Board Meeting

*\*Final edition- approved*

**Date: Monday, April 20th, 2020**

**Time: 6:00 pm**

**Location: Online Zoom Meeting**

**Board Members:**

*Present:* Seth Arnold, Chris Matye, Linda Zerby, Amanda Evans, Molly Vargas, Jill Kline, Dianne Dreyer

*Absent:* none

*Others Present:* N/A

**Proceedings:**

1. Meeting called to order at 6:08 p.m. by President, Seth Arnold
2. March meeting minutes approved by Arnold and seconded by Matye
3. Matters for Decision

3.1 Motion by Arnold, to lay off assistant teacher Betsy, and continue administrator Dianne Dreyer on payroll as she will be continuing to work in applying for PPP loan/Cares act to benefit the school, motion unanimously passes, Betsy is recommended to file for unemployment

***Action Item:***

 3.2 Motion made by Arnold to refund parents tuition that have paid in full for the year. This will be reimbursed starting from April 1st. Arnold will draft a letter giving parents the option to ask for a refund. The Matye family has graciously donated their 900.00 refund back to the school, and other parents will have the option to do the same. Dianne Dreyer will be handling refunds and communicating with parents. Motion unanimously passes.

***Action Item:***

 4.0. Administrator report- Dianne Dreyer, updated on PPP loans, will have application done and returned to the bank asap and keep board updated on the status.

* 1. *Treasurer’s Report: Jill Kline – provided updated totals currently in all CCH accounts*

*4.2 President’s Report/Building, Maintenance & Playground: Seth Arnold*, will update enrollment forms on CCH website

 *4.3. Vice President’s/Website& Marketing Report: Chris Matye, will be updating social media and school website*

* 1. *Directress Report: Molly Vargas, Directress*
		1. *Update on enrollment. enrollment forms are now available for new families on the CCH website, and we will extend the date for parents to confirm their place for 2020-2021 year until May 31st to give families ample time.*
		2. *Will be looking to cut costs for remainder of school year, ie cancel trash pick up, turn down heat, may consider different landscaping company*
	2. *Fundraising & Grant: Amanda Evans, no report*
	3. *Social & Volunteer/Fundraising & Grant: Linda Zerby, no report*

*5.1 New Business: n/a*

*5.2. Old Business:n/a*

*Announcements:* **Next Board of Director’s meeting will be held online via Zoom, on May 11th at 6:00 pm**

Meeting adjourned at 7:26m by Seth Arnold, seconded by matye

Meeting Minutes submitted by Secretary, Linda Zerby