

**Charlevoix Children's House, Inc.**

**Board Meeting Minutes**

Monday, December 14th, 6:00pm

[Zoom Meeting Online](#)



DRAFT

**Board Members:**

*Present:* Molly Arnold, Chris Matye, Jill Kline, Amanda Skeel, Amanda Wilkin, Ryan Smith, Kari Maki, Amanda Evans, Elizabeth Stevens, Brie Kear

*Absent:* N/A

*Others Present:* N/A

1. Call to Order
  - Meeting was called to order by Chris at 6:03pm.
2. Consideration for Approval of November 23, 2020 Special Meeting Minutes
  - A motion was made by Amanda W. to accept the minutes as written, seconded by Chris. Motion passed.
3. Matters for Decision
  - Raffle Fundraiser
    - Extra tickets are at the school.
    - Ads and memes to advertise are being created by Chris and will be shared with the group. Amanda E. will make a post of Facebook each week for parents to share.
    - Jill will pick up the ticket money from the school on Friday, the 18th.
  - Administrator Discussion
    - Update on resignation letter
      - Diane signed and submitted her letter.
    - Update from Amanda W, Amanda S, Amanda E on the Bylaws
      - The team is working on a draft and hope to have a final vote at the next meeting (draft will be sent prior in email to BOD).
        - There will be no maximum number of board members.
        - Molly's title will be written as "Executive Director"
        - Board Terms will remain at 2 years with a maximum of 3 terms (including a provision for the board to extend member's terms is they choose)

- We will eliminate the need for a past president on the executive board.
    - Update from Chris on Licensing
      - Chris spoke to Pamela about our licensing designee. Fingerprints are needed, but we can have as many designees as we'd like.
      - Designee will need to be involved in the license renewal every other year and the interim renewal on the opposite years. This included being at the school on the day when Pamela visits to ensure we have everything we need. This is a difficult task for the current school staff to do as it requires being away from the kids.
      - Molly and Chris will draft an email with questions that we need to ask Pamela moving forward and Chris will contact her again.
    - Update from Liz, Ryan, and Amanda W. on the invoicing of families
      - This was tried with one family via Paypal. The fee was larger than we'd like to continue with, so invoicing will be done differently utilizing the numbers on Chris' spreadsheet.
      - The goal is to figure out how to do this in Quickbooks moving forward.
      - We could log aftercare hours in google drive in the future so that multiple people can access and update the file at the same time if helpful.
      - A motion was made by Elizabeth Stevens to charge families the fees associated with credit card charges in the contract for the 2021-2022 school year. Seconded by Chris. Motion carried.
4. Matters for Discussion, Board and Committee Reports
- Treasurer's Report- Jill Kline
    - Jill shared financial reports for October and November
    - Chris will call Charlevoix Agency regarding questions on our insurance payment.
  - Administrator Report- (see above)
  - President's Report/ Building, Maintenance & Playground- Chris Matye
    - KP Landscaping had a lower bid than Site Planning for snow removal, so we will go with KP.
    - There is now a lock on the back playground gate after finding animal feces repeatedly.
    - There is a need for a new working light in the parking lot. Chris will take care of this.
  - Vice President's/Website & Marketing-
  - Directress Report- Molly Arnold
    - Christmas program recording on Thursday 12/17.
    - Cares Act Grant - we've received funds for April, May and June. We are waiting on July's payment. In September an additional grant was applied for, but has not been received and Molly has not been able to apply for any future months.

- Fundraising & Grant - Amanda Evans
  - See above with raffle.
- Social and Volunteer/Fundraising & Grant-

5. Other Business

- Old
  - Committee Members
    - Chris nominated Amanda Evans as Vice President, Jill Kline seconded. Motion passed.
- New
  - Employee Handbook (future conversation)

Meeting was adjourned at 7:40pm by Chris Matye.

Minutes submitted by Kari Maki, Secretary.