**Minutes from:**

**Charlevoix Children’s House, Inc.**

Executive Board Meeting

*\*Final edition- approved*

**Date: Monday, May11th, 2020**

**Time: 6:00 pm**

**Location: Online Zoom Meeting**

**Board Members:**

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

*Absent:* Dianne Dreyer

*Others Present:* N/A

**Proceedings:**

1. Meeting called to order at 6:00 p.m. by President, Seth Arnold
2. April meeting minutes approved by Arnold and seconded by Matye
3. Matters for Decision

3.1 none

***Action Item:***

* 1. *Treasurer’s Report: Jill Kline* 
     1. *PPP loan was received, in total of 7,915.00, 25% ($1978.00) needs to used for mortgage, utilities, etc. 75% needs to be used to continue payroll for employees, Ms Betsy will be added back to payroll and discontinue unemployment. Funds need to be used within 8 weeks.*

*4.2 President’s Report/Building, Maintenance & Playground: Seth Arnold*, no report

*4.3. Vice President’s/Website& Marketing Report: Chris Matye*

*i. enrollment video for 2020-2021 year is up on social media*

* 1. *Directress Report: Molly Vargas, Directress* 
     1. Updated enrollment numbers, applications can still be submitted until May 31st
     2. Will plan for possible open house/tour in the summer for new/interested families
     3. Has applied for childcare grant to assist with our tuition loss
  2. *Fundraising & Grant: Amanda Evans* 
     1. *Fright night update- castle deposit is paid to reserve venue, but at this point in time it is doubtful we will be able to hold the fundraiser with the covid pandemic.*
  3. *Social & Volunteer/Fundraising & Grant: Linda Zerby*
     1. *C3F grant in process, will be submitted this week*
     2. *Points of Light project for Disney tickets may be delayed secondary to covid, will research more*

*5.1 New Business:*

*5.2. Old Business:*

*Announcements:* **Next Board of Director’s meeting will be held on Monday, June 8th at 6:00 pm, via Zoom**

Meeting adjourned at 6:55 p.m by Seth Arnold.

Meeting Minutes submitted by Secretary, Linda Zerby