

Charlevoix Children's House, Inc.

Board Meeting Minutes

Monday, November 9th, 6:00pm

[Zoom Meeting Online](#)



APPROVED

Board Members:

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

Absent: Dianne Dreyer, Amanda Evans, Elizabeth Stevens

Others Present: N/A

Order of Business

1. Call to Order
 - Meeting was called to order by Chris Mayte at 6:04pm.
2. Consideration for Approval of October 2020 Meeting Minutes
 - Motion was made by Mayte and seconded by Kari Maki to approve the minutes from our October meeting and it carries.
3. Matters for Decision
 - Raffle Fundraiser
 - Amanda Wilkins made a motion to move forward with a raffle fundraiser to begin prior to Thanksgiving and to be drawn on Friday, January 8, 2021. Jill Kline seconds the motion and it carries.
 - Amanda will work on the licensing for the raffle and Chris will sign.
 - Amanda will send an email to the board with details in the licensing proposal including the grand prize - \$10,000. We will aim to sell 500 tickets at \$50 each.
 - Snow Removal
 - Chris reached out to KP for snow removal and we haven't heard back. He will put it out to bid to see if we can find someone to pick this up.
4. Matters for Discussion, Board and Committee Reports
 - Treasurer's Report- Jill Kline

- Jill shared reports for March - June of last year's fiscal year and July-September for this fiscal year. We need to fundraise between \$13,000-\$14,000 this year for a balanced budget.
- We have received \$7900 from the PPP loan and have to apply for forgiveness. Jill will do this in Nov./Dec.
- Molly is currently applying for a grant available for "Child Care Relief." This includes an unknown amount of money, but will also include \$200 per family per month for tuition reimbursement. September is submitted, and she will continue to submit for the following months and check to see if September's check has been processed.
- Administrator Report-Dianne Dreyer
 - Discussion around the concern that job responsibilities are not being completed.
 - Chris plans to have a conversation with Dianne to ask for her resignation within the next week.
- President's Report/ Building, Maintenance & Playground- Chris Matye
- Vice President's/Website & Marketing-
- Directress Report- Molly Arnold
 - This year's Thanksgiving meal with the students will be pizza as opposed to their traditional meal due to COVID concerns.
 - Molly is looking for creative ways to have the Holiday Program this year in December since families will not be able to gather in one place to watch the students perform.
- Fundraising & Grant - Amanda Evans
- Social and Volunteer/Fundraising & Grant-

5. Other Business

- Old
 - Committee Members
- New

Announcements: Next Board of Directors meeting will be held on Monday, December 14th at 6:00 PM via Zoom

Meeting adjourned at 8:08 PM by Chris Matye.

Meeting Minutes submitted by Secretary, Kari Maki