**Minutes from:**

**Charlevoix Children’s House, Inc.**

Executive Board Meeting

*\*Final edition- approved*

**Date: 9/9/2019**

**Time: 6:00 pm**

**Location: Charlevoix Public Library, Armstrong Room**

**Board Members:**

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

*Absent:* Dianne Dreyer

*Others Present:* N/A

**Proceedings:**

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

3.1 liquor license for fright night submitted by treasurer Kline and approved by president Arnold, secretary Zerby

***Action Item:***

* 1. *Treasurer’s Report: Jill Kline* 
     1. *Pursuing past due tuition payments*
     2. *Update on account balances*

*4.2 President’s Report/Building, Maintenance & Playground: Seth Arnold*

I current swing set will be updated/fixed

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

*i. Updating website and adding FN advertising on social media*

* 1. *Directress Report: Molly Vargas, Directress* 
     1. *Update on parents night scheduled for Monday September 16th, 2019 at 6pm*
  2. *Fundraising & Grant, Amanda Evans* 
     1. ***Fright Night Update***
        1. *8 top table for sponsors, 10 top for general admissions, will ask to place tables on dance floor that will be removed by us after dinner to maximize ticket sales*
        2. *Ticket sales begin October 1st with both school website and facebook link*
        3. *Will plan to keep silent auction going longer this year at FN, til 9:30pm. live auction will occur during dinner while guests are seated, head and tails to follow live auction and costume contest at 9pm.*
        4. Larissa Flynn has volunteered to help with student project, date pending
     2. **General fundraising**
        1. Box Tops/Amazon Smile and long day coffee fundraiser to be presented at parent night.
  3. *Social & Volunteer/Fundraising & Grant: Linda Zerby*
     1. *Will plan to fill out cvx community foundation grant for new playground equipment*
     2. *Auction update-discussion ensued on possible donations for this years auction. Also this year minimum bids and correct increments on bid sheets will need to be strictly upheld*

*5.1 New Business: Kline discussed possibly participating in a Charlevoix promotional video-however at this time due to financial constraints board consensus was to not participate.*

*5.2. Old Business: none*

*Announcements:* **Next Board of Director’s meeting will be held on Monday, October 14th at 6:00 pm at the Charlevoix Public Library in the Armstrong Conference Room**

Meeting adjourned at 7:47 p.m by Seth Arnold.

Meeting Minutes submitted by Secretary, Linda Zerby