

**Minutes from:
Charlevoix Children's House, Inc.**

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, June 13, 2016

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Seth Arnold, Shelley DeYoung, Jill Kline, Kristi Epping, Perry Hodgson, Laura Boss, Ed Bogart, Molly Vargas, Dianne Dreyer

Absent: Lindsay Lewis

Others Present: N/A



Proceedings:

1. Meeting called to order at 6:03 p.m. by President, Seth Arnold
2. Arnold motioned to approve 5/9/16 meeting minutes, DeYoung seconded the motion and was approved by all
- 3.1 Arnold stated that the Charter installation date is to be set for this summer by Lewis

Action Point- *Lewis will email board with Charter installation update*

- 3.2 Arnold initiated conversation about Vargas wage increase and discussion followed. Epping presented the positive feedback from the CCH Parent Survey and was agreed upon that current budget numbers needed to be presented in order to be voted upon.
- 3.3 Arnold agreed to get bids to have the interior classroom painted including shelving, as well as contact the exterminator to spray for insects as plans for summer building improvements

Action Point- *Vargas will prep shelves to be painted with staff and Arnold will email board with bids of painting the interior of the classroom and shelving and contact an exterminator for the exterior of the building*

4.1 Treasurer's Report: Jill Kline

- Kline presented financial reports as of 5/31/16 to the board, highlighting the CPS lease received and discussion followed. In reviewing Income, DeYoung asked if any families were past due on tuition and Dreyer responded that two families are making payments and will be up to date by Fall.
- Arnold requested that the board meet in July to set our budget for 2016-2017. The board agreed and set a budget meeting for 7/11/16. Hodgson volunteered

to organize the budget before this meeting with Kline. Kline requested student registration information from Vargas to set budget.

Action Point- *Epping will reserve the space for a budget meeting on 7/11/16, Hodgson and Kline will meet to organize the budget before this date and Vargas will email current registration information to Kline*

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

4.3. *Vice President's Report/Policies: Shelley DeYoung*

4.4 *Directress Report: Molly Vargas, Directress*

- Vargas presented the current enrollment for 2016-2017 school year with 21 students, 12 kindergarten students and 9 preschool students. Vargas stated that this number may increase this next week and has a meeting with an interested family.

4.5 *Website & Marketing: Perry Hodgson*

4.6 *Scholarships: Dianne Dreyer*

- Dreyer stated that Scholarship Applications were due 6/1/16 and will be awarded this summer. Arnold asked if the amount of scholarships awarded met the need of what was requested and Dreyer agreed that the amount should remain constant.

4.7 *Grants: Lindsay Lewis*

4.8 *Social & Volunteer: Kristi Epping*

- Epping presented the proposed Annual Calendar and confirmed to plan the "Back to School" picnic before orientation once the date is set by CPS.

5.1 *New Business:*

5.2. *Old Business:*

Announcements: Next meeting will be a budget meeting on Monday, July 11, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 6:57 p.m by Seth Arnold.
- Minutes submitted by Secretary, Kristi Epping.