

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, May 11, 2015

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Shelley DeYoung, Seth Arnold, Jill Kline, Kristi Epping, Dianne Dreyer, Molly Arnold, Perry Hodgson, Ed Bogart, Lindsay Lewis, Saulo Rozendo

Absent: N/A

Others Present: N/A

Proceedings:

- Meeting called to order at 6:05 p.m. by Seth Arnold, Vice President
- April's meeting minutes were amended and approved by Seth Arnold, Vice President and seconded by Shelley DeYoung, President

I. Treasurer's Report: Jill Kline

- Kline presented February, March and April 2015 financials to the board in the current format. Kline explained the breakdown of income and CCH's fiscal year runs from July-June. When reviewing expenses, Hodgson announced to not buy a new credit card machine because she is working on updating the system. Kline reviewed March's financial statement, highlighting the contributions from "Dad's Night" and matched donation from Microsoft. Kline also stated the most current fundraising, scholarship and insurance balance as of 5/11/15. Hodgson asked what the current operating balance is and DeYoung suggested adding this information to the financials each month.
- Kline wants to update the current format to a system that is easier for the board to understand and model after what Hodgson proposed. Seth Arnold suggested following a model that states what is actually costs to run our school every month and year, so we can make more informed decisions. Hodgson offered to input previous year financial statements to the updated system. Hodgson also offered to work on updating CCH credit card terminal, adding a tablet and square system, along with wifi.
- Dreyer stated that she received a wonderful letter from the family that received the scholarship and were so thankful.

II. President's Report: Shelley DeYoung

- Molly Arnold asked about the upcoming contract renewal with the Charlevoix Public School System and the newly appointed superintendent. Molly stated that CCH has 8, possibly more, kindergarten students enrolled for 2015-16 for a total of 20 students, meeting the requirements of our current contract. DeYoung announced that the next school board meeting will be 5/18/15 and along with Seth Arnold will propose the contract to the superintendent who will then present to the board at the June meeting. DeYoung suggested



that if we wanted to make any changes to our contract, this would be the opportunity to do so. Dreyer suggested increasing the amount of our lease agreement. Under the contract negotiated four years ago, CPS pays for Ms. Molly's salary and benefits plus \$1,333 per month to lease the CCH building. Ms. Molly's compensation package was renegotiated prior to the 2014-2015 school year, but the lease rate has been unchanged for four years, with no cost-of-living adjustments and no allowance for additional kindergarten students beyond the mandate that CCH enroll at least 8. Rozendo advocated taking advantage of any opportunity to seek a wage increase for Ms. Molly because of the quality of instruction CCH students receive.

III. Vice President's Report: Seth Arnold

- No Report

IV. Directress Report: Molly Arnold, Directress

- Arnold announced the Open House was a great success with 12 families throughout the day and would come in groups of 2-3, so was a busy day at CCH

- Arnold stated there are many upcoming events for May including Creation Celebration, Trike-a-Thon Fundraiser for St. Jude's, field trip to the Charlevoix Farmer's Market and Graduation Ceremony. Arnold stated that we will need parent volunteers for donating cookies for these upcoming events.

- Arnold also announced that parent volunteer logs are due and many families still need volunteer hours. Suggested tasks parents could contribute included

- cleaning CCH gutters
- repainting front sign
- painting new doors
- washing windows and screens

V. Committee Reports:

Building, Maintenance & Playground Committee: Chair: Seth Arnold

- Arnold presented the different options and budget of maintaining the cedar playground. The best option was staining the cedar for a total of \$400.00 for labor and materials and 4-year wear. Arnold also received irrigation quotes and recommended using the same company for snow removal and irrigation to keep a vested interest. Arnold stated KP has a great work history and would suggest hiring him for the irrigation installation.

- Hodgson motioned to hire KP for the irrigation installation and Rozendo seconded the motion. All were in favor and no one opposed

- Lewis motioned to hire Abe for the cedar wood stain work and Kline seconded the motion. All were in favor and no one opposed

Website & Marketing Committee: Chair: Saulo Rozendo

- Rozendo stated our website IP address expired and Shelby corrected the issue. All of the information has been updated. Rozendo also stated this is the last week Sofia is in class at

CCH, headed to Brazil until the end of June and then will be attending Montessori in Petoskey with baby Olivia. Rozendo expressed his willingness to remain on the board

Fundraising Committee: Chair: Perry Hodgson

- No Report

Policies Committee: Chair: Shelley DeYoung

- DeYoung asked if the parent handbook needed any updates and Molly Arnold agreed to look into this issue

Scholarship Committee: Chair: Dianne Dreyer

- Dreyer stated scholarship applications are due 6/1/15 and will be awarded 6/15/15

Grants Committee: Chair: Lindsey Lewis

- Lewis stated our letter of intent has been sent to Frey Foundation for playground supplies and will follow up for the application. Lewis will also research box top slip fundraiser for the June meeting

Social and Volunteer Committee: Chair: Kristi Epping

- No Report

VI. New Business:

VII. Old Business:

VIII. Public Comment

IX. Announcements: **Next meeting will be June 8, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room**

- Meeting adjourned at 7:53 p.m by Perry Hodgson, seconded by Shelley DeYoung
- Minutes submitted by Secretary, Kristi Epping.