

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

Executive Board Meeting

**Preliminary edition- unapproved*

Date: Monday, October 10, 2016

Time: 6:00 pm

Location: Charlevoix Public Library, Armstrong Room

Board Members:

Present: Seth Arnold, Jill Kline, Kristi Epping, Perry Hodgson, Laura Boss, Molly Vargas, Lindsay Lewis, Dianne Dreyer

Absent: Ed Bogart

Others Present: N/A



Proceedings:

1. Meeting called to order at 6:09 p.m. by President, Seth Arnold
2. Arnold motioned to approve 9/12/16 meeting minutes, Hodgson seconded the motion and was approved by all
3. Matters for Decision
 - 3.1 Vargas announced that all board members on the ballot for re-election were unanimously approved by Charlevoix Children's House parents. Arnold held the reorganization meeting of the Board of Directors for 2016-2017. Following nominations, the slate of officers was unanimously approved:

President	Seth Arnold
Vice President	Lindsay Lewis
Treasurer	Jill Kline
Secretary	Kristi Epping

- 3.2 Epping presented the progress of Fright Night planning and discussion followed. Kline shared the Blue Smoke catering menu for the event and Epping announced as of Friday, October 14 we are two weeks out from our fundraiser and tasks to be completed.

Action Item- Dreyer will issue a check to Castle Farms for our remaining balance and bring to CCH

- 3.3 Vargas announced that a wireless router was purchased to correct to internet connection at CCH and discussion followed. Vargas also stated that the desktop

computer could be removed from the office and Arnold volunteered to clean the system and Lewis agreed to recycle the computer.

Action Item- Arnold will clean the desktop and Lewis will drop the computer at a proper recycling center

4.1 *Treasurer's Report: Jill Kline*

Kline presented our account balances as of 10/9/16 and stated that 2016 financials will be completed and sent to the board and highlighted expenses for June-September 2016.

Action Item- Dreyer will confirm CPS lease agreement has been received

Action Item- Kline will prepare financial reports for June, July, August, September and October 2016 and distribute to BOD prior to November's meeting

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

Epping requested that the outdoor shed be addressed and discussion followed. Arnold requested that during Township Clean-up that the shed is purged and will research replacement information.

Vargas asked the board if we were due for any inspections this year and discussion followed.

Action Item- Dreyer will look into due inspections including playground and fire inspections

4.3 *Vice President's Report/Policies:*

No report

4.4 *Directress Report: Molly Vargas, Directress*

No Report

4.5 *Website & Marketing: Perry Hodgson*

Hodgson stated the website is updated for Fright Night with our promotional video and requested more recent photos from this current year for the website.

Hodgson presented the CedarWorks playground equipment grant that she submitted on 9/30/16 and discussion followed.

4.6 *Scholarships: Dianne Dreyer*

Dreyer stated all Fall scholarships have been awarded and deadline for the next application is 12/1/16. Vargas stated that she will include this information in the newsletter.

4.7 *Grants: Lindsay Lewis*

No report, but discussion of potential grants transpired.

4.8 *Social & Volunteer: Kristi Epping*

No report

5.1 *New Business:*

5.2 *Old Business:*

Announcements: Next meeting will be on Monday, November 14, 2016 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

- Meeting adjourned at 7:16 p.m by Lindsay Lewis.
- Minutes submitted by Secretary, Kristi Epping.