

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

Executive Board Meeting

*\*Preliminary edition- unapproved*

**Date: Monday, September 14, 2015**

**Time: 6:00 pm**

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

**Board Members:**

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

*Absent: N/A*

*Others Present: N/A*

**Proceedings:**

- Meeting called to order at 6:09 p.m. by Vice President, Seth Arnold
- August's meeting minutes were amended and approved by Perry Hodgson and seconded by Shelley DeYoung

*I. Treasurer's Report: Jill Kline*

- Kline reviewed August 2015 Revenue/Expense Report and highlighted the refund of \$31.01 as overpay in tuition from the previous school year. Kline also reviewed specific expenses from the month including \$780.00 deposit for the irrigation system, \$85.05 on locks and \$175.00 to KP Landscaping for mowing, all included under Repairs and Maintenance line item. Dianne Dreyer stated that the mortgage payment for CCH will remain the same each month, even though the interest rate has recently been adjusted. After several questions from the Board, Dianne offered to email out the details of the school's mortgage following the meeting. Kline reviewed the Telephone and Internet Expense of \$81.42 per month with the company Synergy. Arnold researched alternative companies that could increase the speed of internet and presented the prices of Charter. CCH would need to create a business account, but a residential account would cost \$19.99 per month for telephone and \$49.99 per month for internet services, so the prices are comparable for increased internet speed. Lewis volunteered to research different companies and to contact Dreyer if she needed additional CCH information. Arnold stated the importance that the company would need to come and check the school's lines to ensure the internet speed would be corrected. Hodgson asked for the credit card terminal to be returned to Charlevoix State Bank and Dreyer volunteered to unplug and turn in the device.

*II. President's Report: Shelley DeYoung*

- DeYoung announced her official resignation from the President position with the



finalization of CCH's 2-year lease with the Charlevoix Public Schools, increasing the monthly lease agreement to \$1,373.33 and increase in wage to Miss Molly. DeYoung reiterated that even with the increase in wage for Miss Molly with CPS, that if CCH is able to figure a way with the accountant to benefit Miss Molly, she would advise it. Arnold stated the improved relationship with the new superintendent could increase our lease agreement again in the future, but would need to have specific mortgage information available when asked. Vargas said that Michael Ritter was the first superintendent to visit CCH and would be in charge of her evaluations this school year.

*III. Vice President's Report: Seth Arnold*

- No Report

*IV. Directress Report: Molly Vargas, Directress*

- Vargas announced the total enrollment for the 2015-2016 school year is 23 students, 10 students in kindergarten and 13 students in pre-k. Dreyer stated that tuition billing has been sent out and all, but one family, have paid. Vargas said the first week back to school has gone well.
- Vargas announced the CCH Parent Meeting is set for Wednesday, September 16<sup>th</sup> at 6:00-7:30 pm at the Charlevoix Public Library in Community Room A. Vargas will review the parent handbook, Dreyer will address billing and Hodgson will announce fundraising and Fright Night volunteer opportunities. Vargas thanked DeYoung for printing the parent handbook for this event. Vargas also asked if we need to re-elect any current board members and offered to create a ballot. Consensus was that incumbent board members need to be re-elected after the 2-year term, so Jill Kline, Perry Hodgson and Ed Bogart would all need to be re-elected and would take nominations from families new to CCH from the floor at this meeting. Arnold asked if we should create a biography of each board member to post to our website and use for the re-election and election of new board members.
- Vargas praised the efforts of Arnold and the grounds are already looking better with the new irrigation system. Vargas stated one tree fell and is blocking the nature path and one other tree has crossing branches that both need maintenance. Lewis volunteered to have both trees maintained and Vargas will mark both trees so they are easily identified.

*V. Committee Reports:*

**Building, Maintenance & Playground Committee:** Chair: Seth Arnold

- Arnold stated the irrigation system was easily installed with Rainmaker within one day and the final bill was received. CCH will be on a master list for winterization. Arnold stated that as the irrigation system was being installed, they discovered the side light line and asked if the light belongs to the school or the city.

**Website & Marketing Committee:** Chair:

- Arnold asked if there were any volunteers for this position and Perry Hodgson volunteered to fulfill role.

**Fundraising Committee:** Chair: Perry Hodgson

- Hodgson announced CCH received our new laptop and is currently getting new Quick Books software to create templates to input financial information. Hodgson stated the charges from the laptop will come through on the Visa and will write a check to Mason & Kammermann for their training in Quick Books for Hodgson, Dreyer and Kline. Hodgson also stated that the new iPad and square device for CCH and will be ready for Fright Night.
- Hodgson stated that she will pass out Fright Night packets at the parent meeting and has created chair positions and task descriptions for each position. Epping has volunteered to aide in the auction and chair Fright Night 2016

Decoration Chair- Erin Hofbauer

Marketing Chair- Mary Grace McCaskill Otis

Transactions Chair- TBD

- Hodgson announced that Fright Night 2014 grossed around \$11,000.00 and would like to increase ticket prices to \$50.00 and include well liquor this year to increase ticket sales. Lewis suggested adding facebook sponsored ad's to the marketing plan that focus on demographics. Kline suggested creating lawn signs for publicity, along with the banners displayed two weeks prior to event.
- Hodgson expressed the need to increase table sponsorship and possibly offering a party sponsor. Kline suggested having sponsors decorate their own tables and DeYoung suggested giving more tickets to table sponsors.
- Hodgson announced that CCH had over 200 items last year and 140 tickets sold. Hodgson wants to create packages to add more value to the auction. Perry will be meeting with Gretchen Schaller to spearhead the donation collections. DeYoung asked if Hodgson has requested family athletic passes and stated to contact Travis Garrett.
- Hodgson asked Kline if Pigs Eatin' Ribs would cater the event and Kline accepted.

**Policies Committee:** Chair: Shelley DeYoung

- No Report

**Scholarship Committee:** Chair: Dianne Dreyer

- No Report

**Grants Committee:** Chair: Lindsey Lewis

- Lewis stated Box Tops for Education receive \$0.10 per box top and have a bonus box top option and volunteered to create a box to keep at CCH to collect box tops from families. They have payouts in November and April and could cushion scholarships.
- Lewis also stated the Family Fare "yes" program with CCH for weeks September 20-26, 2015, October 18-24, 2015 and November 22-28, 2015 to earn points and all families received information in their parent folder.

**Social and Volunteer Committee:** Chair: Kristi Epping

- Epping announced we had a great turnout at the Pot Luck Picnic and would like to continue this event in the future.

*VI. New Business:*

*VII. Old Business:*

*VIII. Public Comment*

**IX. Announcements:** The next meeting will be October 12, 2015 at 6:00 pm at the Charlevoix Public Library in the Armstrong Room

· Meeting adjourned at 7:49 p.m by Vice President, Seth Arnold

· Meeting notes submitted by Secretary, Kristi Epping