

CCSA Board Meeting Minutes

2022-8-11

Board members present

Andrew Shaud (Executive Director), Tim Eisele, Maria Bergstrom, David Hemmer, Chunxiu Yu, Renata Sommerville, Haley Frederickson, Kristin Kytta

Minutes

Executive Director Report

Andrew gave an update on our financial standing. Balance of \$3,748.12 in our account. Our current monthly recurring expenses are \$720 (includes \$500 for rent). Only one family is still outstanding for spring tuition, Andrew will follow-up.

We received a donation of \$13,000 which will allow us to make the final payment to Michigan Tech for last year. Andrew met with Jared after the last board meeting. Jared understands our financial struggles of the past two years, but he would like to see us get up to date in the coming year.

Jared also requested some kind of ex-officio role on the board, perhaps coming to a couple of meetings each year, because he has some oversight over two of the employees. We agreed that he can attend as an observer.

MACC grant was submitted, and we should hear in late September/early October.

Summer lessons included 34 students including 6 new students. A total of 142 lessons were paid for. Some families have paid for more lessons than they will use. Our teachers overestimated their availability. Andrew will give fall tuition credit for those who paid for lessons but weren't able to schedule them.

KYSO camp was a success with 9 campers.

Keweenaw Community Foundation report: our endowment has lost value this year, but it won't matter until next March when we usually get our pay-out.

BEGINNING FUND BALANCE \$159,237.21, \$169,835.57 (Q2, YTD)

NET SURPLUS/(DEFICIT) (\$23,309.59), (\$33,907.95)

ENDING FUND BALANCE \$135,927.62, \$135,927.62

Pine Mountain outreach was successful, with a play-in and petting zoo prior to one of the concerts.

Andrew has set up gmail accounts for the organization, including info@ccsasuzuki.org and "admin." We can have up to 10 accounts so he would like to also create an email account for the board to allow families to get in touch with the board without having to go through the Executive Director. He will probably also create one in Andrew's name. Andrew will check with the teachers about setting up email addresses for them as well. One advantage of having the teachers use an email in our account would be that if something goes wrong, we would have access to it. Tim brought up the concern about proliferating email accounts and whether they will be read. Andrew suggested that the new accounts could be set up to forward to whatever account the individual usually checks.

Fall registration has started. 10 families registered so far. Andrew will have teachers email all their students to make sure everyone gets the registration info.

Follow-up matters: We now do have a Unique Entity ID (SAM) to replace our DUNs.

The IRS has returned our 2020 990 as incomplete. Andrew has handed it off to the accountant and spoke with him today. It is in his to do pile

The withholding issue from 2020 has returned. MI has apparently forgotten that they took money out of a grant check and are requesting it again. When Andrew called, he was told that they could not discuss it with him because he wasn't on the account and he needed to talk to registration people. Registration told him that the entire CCSA had never registered and they had taken the information from CCSA tax filings. Andrew is currently working on getting properly registered, including sending in proof of tax exempt status (which Andrew does have).

Andrew sent out a calendar for the 22-23 year. He was thinking of an open house on September 3, but is now thinking perhaps an earlier date would be better for people who might be interested in joining the organization. Perhaps September 27. It would include a petting zoo, maybe a Music Together session with Amanda. Could be publicized through local schools—Houghton, Hancock, Dollar Bay.

Report on meeting with Right Start organization

Tim and Andrew met with Right Start about the building and a possible rent increase. They are concerned that what we are paying for rent isn't covering utilities. Tim saw the information about what they are paying for electricity and gas. He thinks that on average over the course of the year it is probably covered by what we pay, but some months individually are high. They do seem amenable to the idea of us perhaps taking over the utilities. This would give us the opportunity to look at why utilities might be high. One of the problems right now is that we don't

have control over maintenance of building. Tim suggested we pay the utilities plus something to cover their mortgage payment, and ask them to give us some authority to make upgrades.

Right Start had an operating daycare in Hancock, which it seems like they have recently closed. It isn't clear what their plans are. Tim would like to request that they give us the first opportunity at purchasing the building if they decide to sell. Right now it doesn't seem that they have a firm plan for the building. Their plans for infant/toddler care can't work in the basement space because of limited exits, and upstairs modifications would also be expensive. Tim asked that we also could be involved in any conversations with an architect about changes so we could be part of the discussion of what might get changed and when. We think the building was originally purchased by Right Start for around \$40,000. Tim thinks with some renovations we could easily share the building.

Tim and Andrew are scheduled to meet with Sarah Lahti next week. Right Start had asked for an increase in rent to \$800. Tim proposes a counter offer of us taking on the utility payments, with the ability to make improvements to bring down the heating costs, plus something for the mortgage. David suggested that we just offer to pay the utilities (gas, electric, and water), not adding something for mortgage, because that is something that they are able to use to build capital. They need to remember that if we weren't occupying the building, it would be deteriorating. Dave points out that we should be aware that the price of gas and electric is going up. It was decided to offer to pay the monthly utilities (gas, electric, water) and ask for authority to make modifications to make the building more energy efficient as needed.

Tim checked into the former Chinese church for sale in Houghton. It has a strong smell, the roof is suspect, and they are asking a lot of money for it (\$185,000).

Financial Aid

Andrew has updated the scholarship application form to simplify it (including an opportunity to indicate if students are eligible for reduced/free lunch). We have \$2000 set aside in the budget for financial aid, and we should decide the best way to determine eligibility.

We have had one family apply so far. Andrew has also been encouraging Music Together families to apply for aid if needed.

We are offering financial aid with a rolling deadline, as long as there is money to distribute we will consider new applications. In the past we've had a cap of up to 30% for financial aid offers.

Respectfully submitted,

Maria Bergstrom
Secretary

