

CCSA board meeting minutes  
May 11, 2023

Attending: Maria Bergstrom, Andrew Shaud, Tim Eisele

Minutes of previous meeting were read. Jeremy moved, Haley seconded, board voted to approve the minutes.

Old Business

Dave Hemmer needs to provide an official resignation from the board, so Tim will contact him.

Accountant had no opinions about what to use for a computer and Quickbooks.

Maria suggested we contact UPPCO about an energy audit and perhaps we can get higher-efficiency lights at no cost to us.

Still waiting to have a meeting with our landlords. Andrew noted that we have some siding coming off the side of the building.

Executive Director report

Expenses last month were slightly higher because we had been billed a month behind on utilities, but this month they caught up (so we paid two months worth). Semco bill should be going down now that the weather is warmer. Andrew heard from the landlords that they had been shutting down the gas furnaces over the summer. However, he had concerns about whether we could get them re-lit.

Andrew noted another possible source of electrical usage: there is what looks like an electric on-demand water heater under the stairs. Tim will check it out.

Overall, we are almost exactly \$10,000 behind for the year, as expected. The primary reasons we are behind are not quite enough students and the increased heating costs. Tim asked: if we had a full roster of students, would we cover all of our costs?

- Andrew believes he can get to 10 hours of teaching, because he has some current students who will move up to a longer lesson.
- Brian could do up to 18 hours, including some current students who will increase lesson times.
- Brian is busy enough that we should encourage families who want a longer lesson time to let him know now. He will likely graduate 2-3 students at the end of this year, so would have some additional time available.

Recruitment: the open house at CCSA building was very effective. Playing at the Houghton Elementary open house also netted a number of students for the beginner class.

Tim suggested that we consider an additional tuition increase, because we have been behind for a long time and haven't made many tuition increases.

Andrew sent out a fundraising survey recently, partly in response to the MACC grant application requirement that we get feedback from our membership.

- There was one particularly thoughtful response, and she was asking if we have an endowment fund. We probably need to be promoting the fact that we have an endowment fund and encourage people to contribute. Tim will make this part of the membership meeting, sharing a card we can hand out sending people to the endowment.
- Over half of the sixteen respondents thought we should do one big, direct-appeal fundraiser each year. Andrew thinks it is nice to have the other options—Fun Cards and the silent auction. But if we set up a fundraising calendar for the year and publicize that at the beginning of the year, people can plan ahead. We also should set some fundraising goals.
- Andrew feels like the big fundraiser should be in the spring, but a lot of the respondents said that fall was a better time.

At the membership meeting, Tim will give a breakdown of our costs and resources. He will suggest people

make a contribution to the organization or to the endowment fund.

Tim suggested one thing we could do is to offer an opportunity on the registration form for people to donate to the scholarship fund.

Maria: if we do a big, direct-appeal fundraiser, can we recognize those donors in some way? At the spring concert? Different giving levels?

We applied for a Michigan Non-Profit Relief Fund grant. Submitted last Friday, not sure we have a very good chance at this. However, it did again bring up the fact that we don't collect much demographic information from our membership, which could help for grant applications. Example--this grant asked about income levels. Andrew is considering adding to the registration form as an optional question.

Andrew will try to get registration information ready for Saturday's concert and membership meeting to encourage early registration.

Amanda has asked about whether one of her students can take on teaching some summer lessons. We discussed the logistics of this and concerns were raised about how to set up something where it is clear that all of the students would still be under Amanda, perhaps with a student teaching under her supervision. Concerns about maintaining "high quality instruction" for all of our students. Andrew will discuss further with Amanda. New board members? Tim has been in contact with two people who might be interested in serving and would need to be approved by the membership at the meeting Saturday.

Jeremy Motion to adjourn, adjourned 7:55

Meeting in June with new board members.