

CCSA board meeting minutes

October 17, 2024

Attending: Andrew Shaud, Tim Eisele, Maria Bergstrom, Megan Bradley, Leyre Alegre, Sarah Williams

Tim called the meeting to order at 7 pm.

Minutes of the September 12 meeting were read and approved.

We discussed the need to distinguish between public meeting minutes and non-public minutes. As a practice we should leave salary discussions and decisions out of the public minutes. In future we will designate any salary discussions as “executive sessions” that are closed.

Maria will prepare a public version of the September minutes and share with the board for approval.

Executive Session (closed)

Follow up discussion of Executive Session from September meeting

Executive Director report

Grant updates

MACC grant announced September 24: total of \$26,739. This includes:

- \$17,500 for operational support (\$5000-6000 more than previously)
- \$8339 for Facility Improvement and Equipment
- \$900 for professional development

We are expected to pay a 25% match for the full amount (\$6685). Andrew does not think this will be a problem for us.

Budget for facility improvement and equipment:

- \$24,600 for furnace
- \$10,096 for windows
- \$1699 for a computer
- \$399.99 for a printer

Andrew is seeking quotes for the windows, this is our priority for spending the facility improvement and equipment grant.

Financial report

We owe the final payment to Michigan Tech from last year, but we have money in the account to cover it. We still have a lot of outstanding fall tuition, \$18,998.

Our fundraising goal is \$15,000 for the year.

Andrew has been talking with the person who plowed the parking lot for us last year. He also received a quote for just plowing the back lot and not the side and front.

Our accountant has retired. Andrew switched payroll to QuickBooks. Quickbooks will also do the tax work and allow employees to set up direct deposit. The accountant will run the last quarter of taxes for us. We do need someone to do our 990 forms and also someone who can check the QuickBooks accounts. Andrew will arrange with a new accountant.

Fundraising

Andrew will work with Sarah to get a fundraising letter together. Haley and Mary Jo were not present to update on Fun Cards.

Would it be helpful to prepare a one-page information sheet for donors? Sarah is working on a draft of a letter like this.

Events

Andrew and Brian took 6 students to Big Strings in Marquette to join other string students in Marquette. The event was run by Marquette public high schools and included students from several area schools. It was a successful experience for the students and teachers.

Upcoming

- Treat Street: Brian will be there to hand out candy and lead some students in a play-in
- October 26 Annual Halloween Recital (One year we had candy handed out at the front of the CCSA building on Halloween. It was fun but it depends on good weather)
- November 17 Student recital
- December 11 CCSA holiday concert, last year this was our largest event. Would the board like to remind the membership about what we do and that we are looking for volunteers? Tim will do this.

We need a plumber—Maria will ask Patrick's plumbing to look at a riser pump and see why it isn't rising and have them call Andrew to coordinate.

New windows are also a priority. Sarah moved and Leyre seconded that we approve up to \$10,096.33 for windows (based on an original estimate). If more is required, Andrew will come back for additional board approval.

Maria moved to adjourn the meeting.
Meeting adjourned at 8:55

Respectfully Submitted,
Maria Bergstrom,