

CCSA board meeting minutes

February 8, 2024

Attending: Andrew Shaud, Maria Bergstrom, Renata Sommerville, Haley Fredrickson, Tim Eisele,

Minutes of January were read and approved.

Old Business

Renata developed a draft registration form using Jotform and shared it with Andrew. Maria has worked out a plan for a Michigan Tech student to work with Sarah on collecting student stories.

Executive Director report

Bank Report

The bank account balance is high due to outstanding checks (money yet to be paid out). Andrew has hired someone to do the plowing. Last winter was our first winter being responsible for plowing the parking lot, and someone was taking care of it unknown to us. We are paying \$900 for the 23-24 season. This will include afternoons when needed and also Saturday mornings.

After the outstanding checks clear, we have about \$16,000 in the account. Spring tuition outstanding: \$20,292. Keweenaw Community Foundation should be around \$6000, there is a student who is using the Stark family foundation funds in the amount of \$500. MACC payout was around \$9000 and was paid in January.

At the end of the year (June) we should be fine for this year but probably won't yet have recouped the \$12,000 or so that we carried over from last year.

There may be a couple of cello students who will come back to the studio, to increase the cello hours. Overall the cello studio lost two students and picked up one. Violin studio lost two students but picked up most of the hours with existing students. 32 hours of teaching total (cello, violin, piano)

Updates

Blade Frisch is the violist who has been playing with the KYSO and helping with rehearsals. Andrew would like to establish some kind of official role for him with CCSA. Andrew will talk with him about whether he might be interested in doing some teaching on a part time basis. Andrew

was seeking input from the board about his qualifications. Blade has a teaching certificate in music education but doesn't have a Suzuki background. He seems particularly interested in helping with the KYSO. There was general agreement from the board that this seemed like a good idea to pursue.

Fundraising

52 families have taken and paid for Fun Cards, which is almost half of our goal. Andrew will be sending out word soon that we need to get auction items ready for the play-a-thon and silent auction. He would like to start the auction online on March 9. Is there a way to publicize it more broadly? Maybe we could make some flyers and have a QR code that links to the site. Maria will make a flyer.

Andrew suggested a physical fundraising thermometer to help keep track of our progress, something we could have in the building lobby. Renata will look into printing a large format poster. The fundraising goal for the year is \$12,000.

A suggestion was made to go back to collecting Marketplace receipts, Mary Jo said she would compile them. Andrew will add this to the fundraising email, and we can put a collection box right by the fundraising thermometer.

Policy agreements for families and teachers

[Instructor's policy agreement](#)

See edits on the document

[Family policy agreement](#)

Andrew would like feedback in particular regarding including something about "permission to broadcast"--"by participating in a concert/recital you are giving us permission to livestream/record the performance"

Other policies will be reviewed at the next meeting.

Policy governance

[Global Ends policy](#) review:

Reviewed and approved all Global Ends policies without change

[Governance process](#) review:

Board members should read through and bring any questions or suggestions to the next meeting.

Andrew brought some Board Source suggestions, which recommend an annual review of the Executive Director and a periodic review of the board. Actually following through the Policy Governance practices would fulfill this expectation from Board Source and granting agencies.

There was a question about the complexity of the Policy Governance documentation and process. Could we develop a more condensed Board Policy (similar to the instructor policy and family policy)? Recommendation that we look over the policies and develop something more streamlined. Renata will work on developing a draft of something more simplified, starting with the Governance Process. It was also suggested that the policies be compiled into a single document (right now they are in multiple google documents).

Website updates

We need a photo and bio from Mary Jo and a bio from Tracy. These should be sent to Haley. Haley will check on removing any former board members.

Meeting adjourned at 8:15.

Respectfully submitted,
Maria Bergstrom
Secretary