

CCSA board meeting minutes

August 8, 2024

Attending: Andrew Shaud, Tim Eisele, Maria Bergstrom, Haley Frederickson, Megan Bradley, Leyre Alegre, Traci Yu, Micah Erickson, Sarah Williams, ~~Mary Jo Stimae~~

Tim called the meeting to order at 6 pm. Minutes of the June 13 meeting were read and approved.

Executive Director report

Thanks to Haley for outside yard work! There may be some additional work to do before our Open House.

Andrew confirmed that Tim has an extra key to the building to assist in coordinating with any contractors in the future.

Finances

\$21,632.80 in bank account, subtract the \$19,000 check written to MTU but not yet cashed. This leaves a payment due of \$18,998, which is in essence a carryover from previous years.

Registration

Andrew took off the PayPal “pay now” button for the membership fee to avoid confusion. He will include the membership fee in fall invoices.

After exploring JotForms as a possible registration platform, it seemed like it might include a charge. We will stick with Google forms. Andrew added a direct link on the form to financial aid information and application. He also took off the question about using student images in publicity. Instead, he will use a specific form in fall to give permission for streaming performances.

Teachers will send a reminder out next week about registration for the new year, including potential students who aren't yet on the list serve.

The MACC grant application was submitted on the 24th July. We requested \$25,000 for operational support; typically grants are \$11,000 to 12,000. This year is hard to predict, but we hope they will take history into account. The professional development request now needs to be wrapped into this grant cycle. We did request \$1500 for professional development. Andrew also submitted a facility improvement and equipment request for the following:

- \$15,600 for furnace: Andrew did have someone look at this. Based on their recommendation, plan to replace the furnace with two smaller, high-efficiency units. Was told this doesn't have to be an immediate priority
- \$10,096.33 for windows: this is the highest priority, dealing with the point-shaped transom at top is the challenge. The quote Andrew obtained is to replace the rectangular part at the bottom with new windows but put a casing/flashing around the top to seal it up. We might add solid insulation in the winter for further heat retention.
- \$1,699 for a computer
- \$399.99 for a printer

NEA funding is likely to be cut to some extent this year, so we will have to wait and see what comes of this grant cycle.

Building update

We have completed the purchase of the building and today we received the title. The CCSA sign is now up over the entrance door. It would be nice to have some kind of sign in the grassy front on Granite Avenue.

Utilities are switched to us, and are coming to our new mailbox. Andrew is working on changing addresses for things like the IRS, State of MI. Building has been added to our insurance policy.

Fundraising

Andrew would like to send a letter right away in the fall with a summary of our fundraising efforts and to let people know up front our goal and planned events. \$15,000 is the goal for this year. Andrew will ask Renata if she can print up the cello fundraising goal poster again for this coming year.

Fun Cards: Andrew would like to get Fun Cards going already for this year. The biggest time requirement is contacting businesses. He suggests that we move up to \$20 for Fun Cards (they have been \$15 in the past)

Additional fundraising will be by direct appeal and our annual marathon/auction.

Open House

The open house is scheduled for August 31, 2 pm, and will offer a chance to meet the teachers and an instrument petting zoo. An 11:00 am sample Music Together class is also planned. Although this is Labor Day weekend, we had a good response before when we held it on Labor Day. There was a suggestion to send out information to the local school list-serves, perhaps sending to Dollar Bay specifically. Maria will coordinate providing some food for the event.

In follow up to the open house, Andrew is considering cutting back on group classes and encouraging individual private lessons. This will depend somewhat on how busy Brian's schedule is.

New business

We have been asked to consider how changes in the new Federal Fair Labor Standards Act will impact Andrew's salary, which is paid by CCSA through Michigan Tech's department of Visual and Performing Arts. There are new minimums to be considered an exempt employee. The new 12-month minimum salary to be classified as exempt is \$43,888 (for a 9-month employee like Andrew that comes to \$32,916). His current salary is \$30,478. If we wish to have him remain exempt (not hourly) then he will need to have a salary raise of at least \$2,438. Jared Anderson, chair of VPA, checked with Michigan Tech's HR department about this. There is a teacher exemption for the Fair Labor Standards Act. If a position is primarily teaching then they can remain in an exempt (salaried) position even if their salary does not meet the standard. If Andrew's position is considered primarily teaching we could do that. However, his job description (when he was hired as executive director) makes it appear to be mostly administrative in nature, although he also teaches.

Concerns from the board include:

- Longer term implications for keeping the Executive Director position competitive
- An upcoming January increase to the minimum salary for exempt employees

Megan suggested that doing the initial \$2438 raise now allows us to address the immediate problem and then come up with potential solutions for next year (starting in January). A discussion followed as to where we can come up with additional funds and whether our tuition is covering as much as it needs to. Another consideration is the uncertainty around our MACC grant application.

We are saving some costs on rent with the new payment plan, but we should realize it could be eaten up by new facilities upkeep costs.

One possible solution Andrew is thinking about is that Michigan Tech is paying him directly (hourly) for the lessons he teaches for VPA. That was about \$1800 last year. What if Michigan Tech paid CCSA for the lessons instead and that helped fund the salary increase?

The board suggests that we confirm the above details with Jared Anderson in VPA. Our desire would be to maintain Andrew as an exempt employee and pay the additional amount required to meet the minimum income requirement. We do not have a quorum of board members at this meeting to vote on this.

Motion to adjourn: Maria, motion passed
Meeting adjourned at 7 pm

Next meeting would be September 12, 7 pm.

Respectfully submitted,
Maria Bergstrom
Board Secretary