

# CCSA Board Meeting Minutes

2022-11-11

Board members present

Andrew Shaud (Executive Director), Tim Eisele, Maria Bergstrom, Haley Fredrickson, David Hemmer, Jeremy Brown, Tracy Yu, Renata Sommerville

## Minutes

Maria read the minutes. Haley moved to accept minutes; minutes accepted by vote.

## Executive Director report

### Financial update

\$23,791 in checking, no outstanding checks, \$1430 deposit ready to go. Andrew will make our first payment to MTU next week, still leaving \$6000 in account and almost \$9000 in outstanding fall tuition to come in.

MACC grant: there have been a couple of issues with the mini grant from last year—Andrew ended up as both project director and administrator. He will work with Tim to address this, possibly giving Tim one of these roles.

We can apply for another professional development grant (due Jan 15), Andrew will check with Brian and Amanda to see if there is something they would like to use a grant money for related to professional development.

Music Together: only 7 families are enrolled in the fall session, fewer than we had hoped. Amanda has had some sick days that have put it behind schedule. Fall term will only be 9 sessions to make up the time, Andrew will offer a 10% discount to the families impacted.

Trick or Treating at our Dollar Bay location went really well, something like 94 children/49 adults. Andrew suggested we make up treat bags ahead of time so we can have treats plus program information in each bag. Also, when you open the front doors to the building it creates a neat stage area. Next year we can try having students play that space (weather permitting). Also, it might be fun to do a “front porch” concert out there sometime for the neighborhood. Maybe a small recital or piggyback with KYSO camp next summer? Maybe Fourth of July (Dollar Bay has a parade each year and a lot of people are in town for that).

Building: Andrew has checked in with Horner a few times but hasn't yet connected with them about plowing. Also, the last elevator inspection was in 2014—it currently works, but probably

needs another inspection (required by law to be regularly inspected). Andrew has not been able to find out who does elevator inspections. Haley asked whether this falls under our responsibility for utilities? Tim suggested that if we weren't in the building no one would be using it. David pointed out that it seems like the elevator would be the responsibility of the owners, just like the roof. Andrew also noted that the roof of the steeple is much older than the main building, and there are small metal pieces falling off (finding them in the parking lot). The bell does work (might even be two bells in the steeple). He will bring this to the attention of the owners.

Utilities cost: Andrew has compared the September vs October energy costs. The Semco bill made a really large jump from \$38.29 in September to \$184.78 in October (more than seems to be justified by the small jump in heating used in October). Tim used his thermal camera around the building and found spots that are leaking heat. It might help if we put plastic sheeting over the basement glass block windows and shut off heat to some of the spaces that can be closed off. Maybe we should do a work day (November 19)? Maria will ask her husband to check on availability and cost of window film. Tim has a couple of good extension ladders he could bring. Music Together will be meeting on Nov 19th, Andrew also has a class in the basement. We will need to schedule the work day after noon.

Other things to do in the building:

- Move the pews so we can get the piano out (Andrew hasn't yet arranged with Charles to get the piano dolly, but will do so). The pews would need to be bolted back onto the floor for safety (it is not a concrete floor, so this shouldn't be difficult).
- Moving Brian downstairs: could we arrange a bookcase for his materials (currently using a built-in)? We also need to move a piano downstairs. Haley suggests also painting the walls (especially the block walls in the basement). There may be some water/snow trapped into the corner above and moisture seeping into the wall.
- It has been over a year since fire extinguishers have been checked, they need to be checked again.
- The light in Brian's upstairs studio doesn't work anymore. It would be good to replace the fixture. Would updating to LED lower electricity costs?
- Fix stair railing that is loose
- Bathroom upstairs doesn't always stay locked. Could Tim's wife Sandy replace that lock?
- Maria asked if we could come up with a budget amount for improvements and ask CCSA families if they want to contribute? We will send out the info along with an email about the work day, asking people to donate money and/or time to support us.

Additional building notes:

The hot water tank in one of the utility cupboards seems to only provide hot water to the kitchen, and also the hot water smells very bad (might have something to do with lack of use). It seems like a fairly new unit. Tim suggested it probably should just be shut off and drained.

Something is not working with the heat in the cello studio—on Fridays it seems to stop working at some point and needs to be turned off and turned back on. Bryant Heating came last year but didn't have much to offer for solutions. Maybe we can take a closer look on the work day.

Dave suggested that someone needs to coordinate the work day—which projects, what equipment is needed. Tim will coordinate, with a priority for getting insulating film on the windows, moving the pews, and then determining what priorities should come next.

Tim and Maria will coordinate to send out an email about the work day ASAP (Andrew has the list serve and will check to make sure it covers everyone)

## Board business

### Fun Cards

Fun Cards are at the printer—Haley is printing 300 based on the number of families. Mary Jo had suggested requiring families to buy the cards and then sell them. Previously we offered a discount: 25% of the value comes back to the family as a tuition discount if they sell a minimum of 6 cards. The winter bill goes out by the beginning of January. What should be the deadline for selling? We decided that for cards sold before December 31, the discount will apply.

The expiration date for the card will be December 31, 2023. Fun cards will be \$15 or 2 for \$25.

Andrew asked whether we could sell Fun Cards via our Facebook page? Renata asked whether there are any people who are local and looking at our Facebook page and don't have a close contact? (ie is there an audience for this?) Andrew thought it might be easy to just have people email the admin email account if they would like to purchase a card and don't know a CCSA family. We could have a table to sell Fun Cards at the Poor Artist's Sale (December 3) while the kids are playing.

### Upcoming events

Next Thursday the KSO is doing a chamber music concert at Portage Lake United Church. Brian is playing several pieces, Andrew has a couple of events, some of our advanced students have a quartet.

### Policy Governance

At our next board meeting we should do another review of policy governance . Tim will choose one of the policies and let us know which to review.

### Next board meeting

Andrew has a KSO concert conflict with our usual meeting date in December. We decided there would be no board meeting in December. Our next board meeting will be Thursday, January 12, 2023, 7 pm.

Does the board want to do any announcements at the holiday concert? We can sell Fun Cards, promote the Marathon/Silent Auction so people can think about what they want to contribute.

Do we want to have food at the holiday concert (in McArdle)? VPA will set up tables if we ask them—we can ask families to bring food. Haley volunteers to be our snack hostess.

Renata moved to adjourn, motion passed, meeting adjourned at 8:00 pm.