

# June 9, 2022 CCSA Board Meeting

## Board members present

Renata Sommerville, Haley Fredrickson, Andrew Shaud, Tim Eisele, Maria Bergstrom, Kristin Kytta, Mary Jo Stimac

## Minutes

### Executive Director Report

Andrew gave the financial update. We have \$18,394.18 on hand in total, with two payments for MTU remaining (\$18,000 each). Andrew meets with Jared Anderson, Chair of Visual and Performing Arts at Michigan Tech tomorrow about our financial commitment to them.

MACC grant application for operating funds has been submitted, Andrew thanked the board for their contributions to the grant writing effort. It would be good to get a few more updates to the website completed before grant applications are reviewed, including:

- Adding testimonials from families and alumni
- Ensuring all board member bios are updated (Maria will contact Sangeeta for her information and get the bio to Haley for the update)
- Fixing our registration link and process (see below).

Enrollments are up and summer lesson enrollment is looking good so far.

There was a discussion of whether we should establish a Google account specifically for CCSA and whether there is a better way to do registration using Google forms or some alternative. Currently the registration material through Google forms goes to Andrew's google account. Our quickbooks information is stored on the CCSA laptop, which is kept either in the CCSA building space or with Andrew for security. There was discussion as to whether Quickbooks has a cloud storage option and/or whether we should have two synchronized computers for information storage. All of this would impact our Executive Director Succession plan and should be further investigated and discussed. We also talked about getting a PO box at the Dollar Bay post office now that we have relocated.

Andrew has applied for a Unique Identity ID (SAM) to replace our DUNs. Dollar Bay doesn't deliver directly but maintains PO boxes at the cost of \$10 for a key. Andrew will send a Spectrum bill to verify our address.

The IRS has returned our 2020 990 as incomplete. Andrew has passed on the notice to our accountant. There was some discussion as to whether we should look at changing accountants,

given that we have had a series of errors. With Quickbooks, it's possible we could do our own payroll and find another accountant to manage our tax filings, etc. A couple of recommendations for local accountants were made.

Other updates:

- Our Keweenaw Community Foundation endowment has paid out \$6066.17
- We will participate in the Pine Mountain Music Festival (PMMF) with an instrument petting zoo and a lobby performance. The PMMF was one of the sponsors for our spring recital.

## Strategic plan

Andrew directed the board to the end of the strategic plan where there are a list of things we want to do and people who have volunteered to do them.

Action items:

**Fun Cards** (by October—need board members to volunteer)

Copper Island Printing still has the template from previous years. Some previous participants are not in business any more. Bigby Coffee was a big incentive for selling cards in the past. Maria suggested we can ask for parent volunteers to help, send out an email with a google sheet and have people sign up to contact business owners or volunteer their own business. Haley agreed to coordinate. Mary Jo will help. Deadline for contacts by August, printed by September, card expires end of September 2023. We will stick with \$15 per card and offer CCSA families a tuition discount of 25% of the value of the cards when 6 or more cards sold.

**Weaknesses we should address:**

Board diversity (include someone who isn't currently a family enrolled as a student).

**Threats to organization:**

- Reliance on outside sources to keep the program going. A couple of years ago Heather Knewton ran numbers on how we would need to grow our endowment over a number of years (15?) in order to be able to be more self-sustaining. Andrew might send this information out before the next board meeting so we can think about this as a long term plan
- Difficulty of attracting quality teachers to our area means we want to work hard to keep the people we have. Also relates to funding—other organizations are paying more than we do. Stabilizing our funding would help us be more competitive in hiring teachers.
- A third threat, not listed in plan, is the underlying building issue. We do not have a long-term “home.” The Right Start non-profit (current owners of our building) have not made a decision whether to keep it or sell it. Also, they benefit now from us being a non-profit as they then don't have to pay property tax on the building.
- Long-term: One downside of our current situation is the location, somewhat distant from many of our families. If Dollar Bay were our permanent location, we could consider

renting space elsewhere on an hourly basis for some teaching to make it more accessible to families, once a week for example.

## Board Business

**Approval of Treasurer:** The board passed a motion to approve Renata Sommerville as treasurer and approved adding her to our CCSA banking accounts with signature authority. The board voted to remove Jon Ensinger from the accounts, as he is no longer on the board.

## Policy Governance Review

Tim led us through a review of the Executive Limitations.

Notes on review:

1. Treatment of consumers—eliciting and storing information: as discussed earlier, we will want to be cautious about setting up a Google account so that any information collected in the registration process is not put at risk of exposure.
2. Treatment of consumers—minors: we have flexed a bit during Covid and after the move from Trinity. Our stated parental expectation is that a parent/adult needs to attend lessons/be in the building with any student under 18. For existing families, we can leave it up to the parents for now.
3. Treatment of consumers—Clear understanding of expectations: sometimes this is an issue with new students. Generally works well for instructors to give an overview of expectations
4. Treatment of consumers—Inform consumers of policy: our policy governance documents are available on the website, but we could also perhaps provide this particular section (Treatment of Consumers) separately and more prominently. We also could think about having a way for families to contact the board directly. Haley suggested we could do an end of year survey and in that survey include contact information (email) for board members with an invitation to reach out with any questions or concerns.
5. Financial Planning/Budgeting: Currently the policy states that the Executive Director needs board approval for any single purchase or commitment greater than \$1000. Maria moved and Haley seconded that we change this to “greater than \$2500.” Motion was passed.
6. Emergency Executive Director Succession: There is an Executive Director manual with information needed to access accounts, etc. This probably needs to be updated, and Andrew will work on that. He suggested that it would likely be ideal if both Amanda and Brian were prepared to take over in an emergency. Some responsibilities would likely be split, and the treasurer would probably need to be involved as well. Andrew will go over the payroll process with our new treasurer. A list of regularly recurring bills will also be added to the ED manual.
7. Compensation and benefits: it was noted that much of the responsibility for setting compensation and benefit rates has moved on to the board.

Maria will update the Executive Limitations document with the newly approved spending amount.

## Next meeting

Andrew would like us to meet again in August if possible In order to set up a time to review financial aid requests and to catch up on the status of the fall Fun Cards fundraiser.

Respectfully submitted,

Maria Bergstrom  
Secretary