

# CCSA board meeting minutes

April 13, 2023

Minutes of previous meeting were read and accepted

## Executive Director report

Renata and Andrew put together a spreadsheet to show where we currently are with our finances.

We've made two complete payments to MTU. Still owe them \$37,450.16. Andrew is following up on fall outstanding tuition bills (\$400) and spring (\$10,668).

The Keweenaw Community Foundation (KCF) endowment payout will be \$5956.10. The board voted to approve withdrawing the full available amount.

## Overall financial standing for 2022-23

Total expected credit: \$35,638.47

Total outstanding debt: \$43,140.05

Will be a deficit of about \$10,000 for the year. We didn't quite get as many students as we were hoping for this year, though we are in better shape in the spring semester.

Some recurring expenses are part of the deficit and it's not obvious how many to count in this budget and how many to apply to next year. Also, our Semco bill is expected to go down with warmer weather, UPPCO as well.

We had a short discussion of the UPPCO bill (Andrew thinks it seems high). Lights are the primary use (the refrigerator is not plugged in). We could look into more efficient light fixtures. Could also remove bulbs from lights that we aren't really using (like half of Andrew's room). Tim suggested going through the building to see if we can identify electrical devices we aren't aware of.

## Next year's budget

We need 27 weekly teaching hours for the full time teachers to make the budget work. We are close to this now, so Andrew thinks we can hit these next year. He will be increasing the hourly tuition rate by about 5%. He also over-estimated the income from Music Together—expected six classes but only had three. Saturday morning seems to have a lot of conflicts—perhaps check to see if Amanda is able to do a different night.

Andrew also will increase the instrument rental fee slightly (this had not been done previously during Andrew's tenure). We will push early registration in May to help the overall budget.

Andrew added to the budget the cost of utilities (this was not on the budget last year because we negotiated that later with the building owners and didn't know how much it would be).

He also clarified that the professional development budget line is our match for any professional development grant (if we don't get the grant we don't pay our part either).

## Additional board items

We need to do another fundraising activity over the summer. Last year at this time we did a sponsored program for the recital—perhaps find a cheaper printing option and find sponsors?

Maria: should we be keeping budgets and ED reports in the Drive? Maria will take what Andrew sends out via email and put it into the "ED reports" folder in the drive.

Andrew applied for another grant from KCF to cover KYSO, but it was turned down. However, their previous amount for KYSO was significant.

Andrew is not actually using the fringe benefits from MTU (not taking insurance), would it be worth having a conversation with them about how much we are paying? We are not paying the full fringe rate on Brian, so maybe this equals out (dropping Andrew might add on to Brian). Also, MTU is paying Andrew up front and is flexible about our payment deadlines. Concerns were also expressed about whether dropping it now would make it harder to get it back if we had a different Executive Director.

Tim noted that we probably need to keep an eye on tuition and gradually bring it more into line with what it costs us. Andrew noted that the best way for us to ensure longevity is to build our endowment.

Andrew is ready to apply for the next MACC grant. Renata moved and Kristin seconded that the board authorize Andrew to apply for the MACC grant.

The CCSA computer laptop is a 2012 Macbook Air, no longer able to update and having security issues for logging into the banking, so we are in need of a replacement. Andrew suggested it would be nice to still have a laptop because of his commute, but it doesn't have to be a Mac. Also, we need to update Quickbooks. There would be other options, but it's not clear what would be best. Andrew will ask our accountant for advice about selecting a program. The newer Quickbooks might have some nice features, like a button you can put right on the invoice to pay. It is only available as a monthly subscription. Andrew will also check with Mary Jo for suggestions based on her experience with similar programs. Tim offered to purchase and donate a computer and program.

## Upcoming events

Faculty recital

Student recital

Spring concert and annual meeting

Andrew will be out of town for part of the first two weeks in May. He will try to do some teaching on Zoom.

## Annual membership meeting

Our annual membership meeting will be held immediately after the spring concert. One of the music together families indicated on their membership form that they might be interested in being a board member—Andrew will let Tim know who they are so he can contact them.

We should vote on the following items related to board membership:

Jeremy (only appointed by the board), should be affirmed by the membership

Tim and Haley should be re-affirmed by the membership

Dave may like to step off the board—Tim will check with him.

Meeting adjourned

Next meeting: May 11, 7 pm.