

CCSA board meeting minutes

August 17, 2023

Attending: Andrew Shaud, Maria Bergstrom, Mary Jo Stimac, Sarah Williams, Tim Eisele, Haley Frederickson

Minutes of the previous meeting were read. Board voted to approve the minutes.

Old Business

David Hemmer has resigned from the board as of the end of spring 2023. Jeremy Brown has also resigned as of fall 2023 from the board, having moved out of the area.

Executive Director report

Budget

Three grants that we've applied for are still under review:

- MACC operational support grant: Andrew listened to the review and it sounded pretty good, the two primary comments were:
 - we didn't submit the supplemental materials in the format they wanted, and
 - they would like us to do something about our website
 - also, we did the family survey to get more information, but we didn't call out which information we got from the survey.

Jen Shaud was a reviewer this year (reviewing other grants) and so she may be able to give us some insights about the process moving forward.

- Michigan Non-Profit relief fund: this grant is still in review. They asked for additional information last month (July) and some of it needs to come from the accountant (who is still auditing our accounts). This also raised the issue of the need to give our accountant access to the bank account for records.
- MACC professional development grant: the board gave unanimous approval for Andrew to submit this application.

Payments to MTU

We still owe one payment to Michigan Tech for last year: \$18,725.08

We approved an inflation adjustment raise for Andrew but the fringe rate went down, so the overall amount in payments to MTU is not as much increase as expected. 4 payments of \$18,998

We have taken our payment from the endowment that we are allowed: \$5956. The overall balance of the endowment has been staying pretty flat (meaning we are making up the difference of what we are taking out each year).

Fall registration

Cello and violin studios are doing well. All but one cello student has returned from last year. Andrew has another hour available for taking on additional students. Brian's numbers are also good. Together Brian and Andrew have about 25.5 hours and our target is 28 hours, to cover our costs.

Amanda's hours are significantly down. She may have some students who just haven't registered yet. She has said she has time to teach all of the students that she taught last year. Amanda is paid an hourly rate.

The instructors are teaching a total of 31 hours. Our overall goal was closer to 40 hours for the program. We will also add a second section of Music Together this year, which will bring in additional revenue.

We have \$490 in contributions pledged toward financial aid through the registration process.

Budget

Andrew separated out grants from fundraisers in the budget report to make it more clear how much fundraising we need to do. We need to raise a total of about \$10,000 to make the budget work (which would not include the one payment owed to Michigan Tech for 2022-23).

Fundraising

Andrew suggests it would be helpful to plan out our primary fundraisers. Suggested by Andrew:

Fun Cards (October-December)	\$1500
Direct appeal (December)	\$8000
Marathon/Auction (March)	\$2000 (auction would start March 9, end on 23rd)
Concert sponsorship (ongoing)	\$500

Andrew will present the full schedule of fundraisers to the membership in the fall so people know what to expect.

Upcoming events

Work day on Saturday (August 19) 11:30 am: carpet cleaning and yard work. There is a need for a carpet cleaner, pruning saw, and someone to haul off brush.

Open house on Saturday, August 26: last year this was well attended. Music Together will have a sample class, then an opportunity for trying out instruments. Andrew has posted on Facebook and will send information out to the local schools' list serves.

The CCSA calendar is up on the website and available in both pdf and Google formats (so you can directly add to a Google calendar).

Andrew is scheduling a meeting with our landlords to discuss the lease. Tim will join the meeting.

New Business

Bank Account: Superior National Bank needs to have a form and letter stating that the previous admin for the online banking is being removed and designating a new admin for online banking.

The forms only have room for one name as an admin for online banking. We need a letter showing that the board voted and approved a person to be the administrator. The board discussed and decided that Andrew should be the admin for our online banking at Superior National Bank.

Maria will write a letter to this effect to send to the bank along with their Cash Management Service Agreement form.

Meeting adjourned at 8 pm.

Respectfully submitted,

Maria Bergstrom
Board Secretary