

# CCSA board meeting minutes

June 13, 2024

Attending: Andrew Shaud, Tim Eisele, Maria Bergstrom, Haley Frederickson, Kristin Kytta, Renata Sommerville, Megan Bradley, Leyre Alegre, Traci Yu, Micah Erickson, Sarah Williams

Not attending:  
MaryJo Stimac

Tim called the meeting to order at 7 pm. Introduction of new board members.

Minutes of the May 9 meeting were read and approved.

## Executive Director report

### Budget/finances

We have enough money to pay everything up to this point in the year except for the approximately \$19,000 we owe Michigan Tech, which is carryover from our previous year.

MACC grant is due July 24. Applications for operational support, professional development, facility equipment and improvement grants are all due together. They require a 25% match. We can now apply for the facility equipment and improvement grant (once we own the building). It requires a 25% match, but grants are up to \$60,000. We will need to put together a quote and priorities if we want to apply for this. Leyre moved that we authorize Andrew to apply for the above grants at MACC. Maria seconded. Motion was approved.

We have some available funds in our professional development fund now, but are having trouble arranging for opportunities for the instructors to use it. Jennifer did take an online class, and Brian is looking for an opportunity. If we don't spend all the grant money we will need to send it back.

### Building updates

A contract has been written; the owners are having their lawyer look it over. We expect to hear from them very soon. The owner requested that we switch over the utilities, but Andrew would prefer to do this after we have a final contract agreement. Andrew set up a PO box in Dollar Bay. Andrew will slowly transfer our mail from the Houghton PO box. With the Dollar Bay PO we can use our street address for utilities.

Andrew recommends that we put together a sub-committee to look at building concerns. Priorities are the basement bathrooms (making sure the pump is working) and the heating system. This committee could help put together priorities and gather information for Andrew's grant application for the facility equipment and improvement grant. We also could use some volunteers for some upkeep inside and outside.

Pine Mountain Music Festival will hold a masterclass at our building on Sunday at 1 pm. Andrew would like to encourage them to consider using our building for more events in the future, for example, the Bergonzi trio Children's Concert and the UPStarts Concert. This year the UPStarts concert is at Portage United Church, June 23, 7:30 pm. CCSA students will play before the concert. Andrew would like volunteers to help with an instrument petting zoo as well.

Summer lessons have started, we have 21 students signed up for lessons. At least 3 of them are new to individual lessons and are expected to continue in the fall.

KYSO/Reading Orchestra Summer Camp is July 22-27. Andrew is looking for more students to sign up. We have a Keweenaw Community Foundation grant to cover some of the cost of the program. Andrew plans to use this primarily to support the cost of teacher time.

Budget outline for 2024-25: [2024 CCSA Budget .pdf](#) Andrew hasn't yet updated the projected budget with the lower cost of building loan payments vs. rent.

## New Business

Renata's board term has finished. She has served as treasurer for the past two years. We are looking for a new treasurer. The Treasurer and President are both signatories on the bank account, so they can sign checks if needed. The Treasurer also helps ensure that financial reports are uploaded to the drive each month. Megan volunteered to serve and was unanimously approved by the board. The board also approves adding Megan to our Superior National Bank account and taking Renata off the account.

Renata and Andrew worked on the fall registration form using Jot Form. Andrew will try to get fall registration information out in the next couple of weeks.

Haley asked about how many keys we have for the building and who are the key holders. It was recommended that perhaps we have an additional person with a key who could meet with contractors if needed.

What is the timeline for information to allow us to apply for the building grant? Priorities would be heating (sorting out the various furnaces and getting some kind of central control), windows, and plumbing. Suggestions for the sub-committee: Tim and Sandy Eisele can connect with local contractors to get quotes for the grant application. We may need multiple quotes for the grant application. Haley would be willing to do summer yard maintenance.

We discussed possibilities for sharing our space once we own the building:

- Possibly renting out part of the building to another non-profit
- Renting out the sanctuary for events
- Making the sanctuary available for rehearsals and performances for other groups

New members should send photos and short bios for the website. Andrew will remind us of the specific things we want to cover in the bio based on what the MACC grant would like to see.

Maria will send a reminder. [☰ CCSA board bio updates](#)

Next meeting will be September 12, 2024, 7 pm.

Haley moved, Megan seconded to adjourn the meeting. Meeting adjourned, 8:08 pm.

Respectfully submitted,  
Maria Bergstrom  
Secretary