

May 12, 2022 Meeting

Board members present

Traci Yu, Renata Sommerville, David Hemmer, Haley Fredrickson, Andrew Shaud, Tim Eisele, Maria Bergstrom, Kristin

Minutes

Maria read out minutes of April meeting, minutes were approved as read.

Executive Director updated report

1. Financials/Grants
 - a. Currently around \$12,000 in our accounts right now, \$2276 outstanding spring tuition. We owe Michigan Tech 2 payments of \$18,000
 - b. Classics for Kids grant approved for us as an organization to purchase a cello
 - c. Hungry for Music: we can encourage families to apply, they provide instruments to individuals
2. Calendar: we are in McArdle for the spring recital (a paying group had booked the Rozsa). Brian is ending up farther behind with make up lessons, which interferes with his ability to get paid for summer lessons. Possibly because of KSO bumping some lessons, snow days on Wednesdays, etc. Perhaps we need to be more strict about staying on schedule.
 - a. Grace Bergstrom (alumni) and her brass quintet will be giving a recital on Monday, May 16
 - b. Amanda has piano studio recital
3. Grants
 - a. Stark foundation has awarded scholarships to three CCSA students for 22-23, ambiguous about when—Andrew will advise them to spread it out over the year (split between fall and spring). \$1480 split between all three.
 - b. Keweenaw Community Foundation: \$6,066.17 can be granted at this point.
4. Fundraising matching grant—we have raised close to \$2000 toward the matching grant. Would be nice to get the last \$1000 of the match. We will encourage families at the Spring Recital to help us close the gap.
5. Budget: a few small revisions to the budget presented at April meeting—
 - a. Changed endowment payment to \$6000 (a reduction)
 - b. Added a line for piano maintenance
 - c. Questions about pay increases—because we don't pay all of Brian's salary, is Michigan Tech going to be increasing what they pay him as concertmaster? David checked with Jared Anderson in VPA. Jared is giving 3.5 % raise to Brian,

- lesson fees for Michigan Tech lessons will stay the same. David moves to raise Brian's CCSA pay by 3.5% for next year as well. Motion approved.
- d. Budget reflects a small increase for Amanda
 - e. Andrew recommends keeping the Executive Director at the same rate until we hear what MACC funding will be for next year.
6. Andrew put together a comparison of 2021 and 2022 income and expense overview
- a. MCACA had extra money and so granted us an extra \$2000 dollars in 2022.
 - b. MCACA endowment payments: 2021 amount was delayed and taken in 2022, so that number doesn't include the additional \$6000 we can take now
 - c. Roughly a \$37,000 deficit over the past two years, which is about what we talked about a couple months ago. Given current balance in bank, expected endowment money and matching funds, the deficit is more like \$12,000.
7. MACC grant-award evaluation is based on a checklist and they give you a score (we scored in the 80s). There are some specific things we can do that are board-related to raise our score. Next grant application submission due May 31 or June 1.
- a. Bios of all board members-would like to hear profession, education, links to our organization, other community involvement in addition to CCSA (information will be included in the grant-Andrew will send out the specific list)
 - b. Demographic information on the board (collected for the grant without personal identification, not posted on the website)
 - c. Website: having the annual meeting mentioned on the website would be good. We should have the board meeting minutes and annual meeting minutes up on the website. Maria will make pdf files and work with Haley to get them posted. About>Board of Directors>make branching categories "Board Members" "Policy governance" "Constitution and Bylaws" "Meeting Minutes"
 - d. Strategic plan should be posted on website: we should at least have a draft available. Andrew will draft something and we can discuss it at the June meeting.
 - e. Website front page-Maria suggests we post some new news so that everything showing on the front page is relatively current.
 - i. Don't have anything on the website that describes what the Suzuki method is
 - ii. Link on website for donating money is hard to find. The Donate Now button should be larger and more prominent
 - iii. Under "How Can I Help" the link to "just give" needs to be changed to PayPal. Also, need to remove the mention of the bulb fundraiser. (Andrew is working on this).
 - iv. Renata will go through the website and check links and information to see what else needs to be updated.
 - v. Should compartmentalize the pieces of the website that change regularly so it's easy to check them and update them.

Policy Governance: Board Management Delegation (David)

1. Is the board doing an evaluation of the Executive Director?

- a. Haley: Is the Executive Limitations review a kind of performance review? Or at least a performance review could be done at that time.
- b. David: would be good to check in every couple of years to ensure accountability
- c. When/how would we like to do an evaluation of the Executive Director?
- 2. Schedule for review of policies–haven't done it for a while.
 - a. Tim: think the schedule we set out is too broken up, better to address them in larger chunks. We should revise the review calendar
 - i. 3 main documents each reviewed annually, subsequent months
 - ii. Financial Condition–provided by ED every month (review as part of Executive Limitations)
 - iii. Financial planning/budgeting (part of Executive Limitations)
 - iv. Emergency ED succession–should be addressed (part of Executive Limitations)
 - b. June meeting: review Executive Limitations. Tim will “volunteer” to take on the review
 - c. Fall meeting: review Global Management

Agenda for Annual Members Meeting

1. Brief summary of financial situation, David will put this together. Maria can share an example of a one page handout we used several years ago.
2. Election of new board members: we are supposed to have between 5-9 board members
 - a. Tracy and Mary Jo start as of May 2022 (they were appointed mid-year)
 - b. David, Kristin, Renata, Sangeeta and Maria started in May 2021
 - c. Haley, Tim: long time, not sure when they started
 - d. Lynn's term expires this year.
 - e. Try to recruit one-two more additional people at the meeting. Currently at 9 members
 - f. Vote on Tracy, Mary Jo, Haley, Tim
 - g. We are in need of a treasurer to stay legal (would help if someone has some Quick Books experience). Not necessary to do the ongoing bookkeeping but more about reviewing the books with Andrew.
3. Should acknowledge outgoing board members: Jon Ensminger, Lynn Eliason, and any other former board members attending.
4. Final plug for the matching-fund fundraising
5. Could we get cupcakes for the “birthday” celebration? Around 100? (50 students) David will check with Shelby Turnquist, Maria will check on Econo if that doesn't work.

Meeting adjourned at 8:17 pm

Respectfully submitted,

Maria Bergstrom

CCSA board secretary