

Meeting House Nursery School
Board of Director Meeting Agenda
May 16, 2023

Courtyard Room E (6:30 -8 pm)

In attendance: Rachael A., Kirk, Rachel D, Calvin, Rudy, Julia, Nate, Meghan, Paige, Kevin,
Devon and Mo

1. Welcome new board members
 - a. Rachael, Calvin, Kevin, Nate, Lindsey
2. Call meeting to order at 6:32 pm
3. **Approve meeting minutes**
 - a. **Motion: Calvin**
 - b. **Second: Rachel D.**
 - c. **Vote: all in favor**
4. Reports
 - a. Executive Director Report - Devon
 - i. What is the relationship like between FUS and MHNS? With the broken door? Like a typical rental agreement, the landlord takes care of maintenance. They are likely waiting to see what happens with the grant to see if they will be replacing the door until that. They have agreed to at least have it fixed before school begins in the fall.
 - ii. How does the parking work? We lease spots for employees and then we have access to use the available spots for pick up and drop off.
 - iii. Parking lease is annual renewal. Drop off and pick up use of the parking lot is part of the facility lease. May be options as building happens around us and more parking is available.
 - iv. Rudy will be leaving our board but joining the FUS board with the idea of restarting the joint committees between the organization. He will start with parking once there. Suggesting that there are demarcated spots for pick up and drop off.
 - v. Feedback from parents: parents are unhappy with the 30 minutes between programs. Restructuring the start times so that 2 year olds and 4 year olds. Would we be able to expand the lunch bunch program for the 2 year olds to cover the break. Would there be a space in the facility for the 2 year old parents to have lunch for their kids. What about communication to the 7 families that have the split, where they could spend their time. Maybe adding it to the FAQ page for the website or the beginning of the year communication.
 - b. Fundraising Report - Julia
 - i. Great year fundraising wise. PNO raised over \$7000. Total donations = \$18,000. Fully funded scholarship programs. Last fundraiser was greeting cards, they are being printed.
 - c. Financial Report - Kurt

- i. We have quite a bit of money in cash (earning .06%) that should be moved to CDs for a 4% interest rate.
 - ii. Recommends 7 month time frame for CD. Should decide the amount, Kirk recommends 50% of our cash on hand 120,000-150,000, moving all of BMO out and into CD. Should ask BMO what we are insured up to - Need to ask each of the financial institutions about their FDIC coverage (FDIC covers all of your accounts, not individual.) Should shop around for a rate.
 - 1. Motion from Kirk to move 50% of our cash on hand in Park Bank Money Market and BMO account into a CD of 7 months.
 - 2. Based on discussion, Julia suggests more research and discussion. The money at Park Bank is ready to be moved but more discussion on the BMO money.
 - 3. New Motion by Rudy: Follow Kirk's suggestion to move 50% of our cash on hand in Park Bank Money Market and BMO into a CD of 7 months at their respective and have incoming finance board to review long term interest bearing strategies.
 - 4. 2nd: Rachel
 - 5. Vote: All in favor
 - iii. The intent of Vanguard is to build capital.
 - iv. DCF funds are being cut in half now. We do not count on the funds, so we will be ok. We will still continue to receive funds until January 2024. The money is used on salaries, teacher compensation, rent, utilities etc.
- 5. Decision Item - Approving incoming Board members.
 - a. **Motion to approve new members; Rachael, Calvin, Kevin, Nate, Lindsey**
 - b. **Second: Kirk**
 - c. **Vote: All**
- 6. Decision Item - School Calendar
 - a. Looking over the year dates need to be corrected. No start time for Board meetings. How much do we align with MMSD - as best we can. MMSD have more days off than MHNS.
 - b. **Motion to approve school calendar: Nate**
 - c. **2nd: Paige**
 - d. **Vote: All in favor**
- 7. Decision Item - Board Calendar
 - a. Will they be in person or over zoom? Appreciate the move to Wednesdays. Good time? Never really a good time. There is flexibility with attendance and with Devon sending out the information ahead of time. Devon is up for meeting both ways. We could pick a few to meet in person and others to do over zoom. May and August are important to meet in person. Could we decide a couple weeks before the meetings? Devon could do either. Important meetings for in person: August, December, potentially January, February, May.
 - b. **Motion to accept Board Calendar: Julia**

- c. **2nd: Nate**
 - d. **Vote: All in favor**
- 8. Officer Election and Committee Chairs
 - a. Chair: Julia
 - b. Vice-chair: Calvin Fisher
 - c. Treasurer (Financial committee chair): Nate
 - i. Could the vice treasurer be a committee member? And not on the board. Best to line someone up . Not add it to bylaws because it can complicate things, but more of an ad-hoc, best practices moving forward.
 - d. Officer at Large: Kevin
 - i. **Motion to accept the slate of new officers as presented: Paige**
 - ii. **2nd: Rudy**
 - iii. **Vote: All in favor**
 - e. Connections: Racheal A.
 - f. Special Events: Rachel D.
 - g. House and Grounds: Lindsey P.
 - h. Marketing: Meghan
- 9. Say goodbye to our outgoing board members
 - a. Amanda, Kirk, Rudy
- 10. Strategic planning and feasibility study - Devon
 - a. Paige's dad put together a questionnaire for Devon to answer. MHNS had never had a strategic plan, which is very important for nonprofits to have. They could take any time between months and years to put together. When Devon was brought on, she was asked to put one together based on the truth that down the line that MHNS will not be able to support the rental rates increase.
 - b. What are MHNS visions, goals, mission and plan. Future of the institution what is the action plan to meet the mission and vision. After plan and study would be the Capital campaign.
 - c. Started with estimates from outside organizations which ranged between 10,000-20,000 based on the amount of work MHNS would put in. Paige's dad with experience with this has offered his help in starting this process and then using Board source to help develop.
 - d. Building a committee to look at this down the road a bit. Devon would start to look at these things beginning in July. Building the committee in the fall to start. Julia feels we should really have someone from the outside to lead the charge. Rudie, Paige's dad, could be part of the board or be on the committee. Racheal does strategic plans for nonprofits and will be happy to help in any way she can.
 - e. If we did a capital campaign what would it be for - to stay here or move on? Very important to many staff to stay in this building. If we can find a solution to stay here for the next 20 years. Starting an endowment fund and ensure our longevity.
 - f. Working with marketing alongside the strategic plan.
 - g. What would you like from the board next? Devon and RAcheal talk before august. And be able to talk about it at the board staff meeting in August. It would also be great to meet with Rudie as well. Officially creating a steering committee

for the strategic plan? Strategic plan will help determine whether MHNS stays or goes.

i. **Motion to create a strategic plan task force: meghan**

ii. **2nd: Julia**

iii. **Vote: All in favor**

iv. **Motion of Racheal A. to be chair: Julia**

2nd: Calvin

Vote: All in favor

11. End of the year survey Questions

a. Adding kid timing and parking into the questionnaire

b. How much these things are an issue really.

c. What are the factors that brought you to MHNS? What do you see as the struggles

d. **Add: How could we make MHNS better? to the survey**

e. **Motion to approve the survey with the addition of above question: Calvin**

f. **2nd: Paige**

12. Adjourn at 8:30 pm

a. Motion: Julie

b. 2nd: Rachel D

Next Meeting: June 21 (Google Meet)