

## **NEIM September Board Meeting - December 13, 2016**

*Minutes prepared by Jay Raabe, NEIM Secretary*

Meeting called to order at 6:40 pm

Present: Jane Busch, Kristin Propson, Ryan Torkelson, Jay Raabe, Rachel Brummell, Ann Schaufenbuel, Tony Mutsune

Approved Meeting minutes as approved. Kristin moves, Jane Seconds, passes unanimously. Jane makes a motion to add Ryan Torkelson to the board, Tony seconds, no discussion, passes unanimously.

### **HOS Report:**

- **QRS** - Christine's transcript was not accepted by DHS, Jane's Master's Diploma and transcript - waiting for response.
- Staff Update - searching for cleaning staff, Tony volunteered in the short term.
- After School Care Numbers - 16-20 students/day; Kristin reports that it is making ~\$1000/mo. Lunch supervision is still a challenge and Luther student help often prefers the after school shift.
- Maternity substitute for Jenny - contact has been made by Ann with Upper Iowa University for a sub; there is no available student at this point.
- Santa - the 12/2 event was a success
- Immunization Review - student population is updated
- HOS Computer - donation of new Mac for use.
- Jury Duty - Ann has been notified for Jan-Mar 2017
- Potential New Students - new student applications have been submitted for 3-y-o and E1 children; terms are being discussed for tuition and time structure
- Lead Guide expectations - looking at how to integrate new students by allowing Christine to initiate new students would require a student helper from Luther

Action Item: Rachel to research and draft outlines for Lead Guide initiation procedures and staff balance during these days.

- Searcy discussion of tuition payment for sick child in months of November and December.

Action Item: Kristin will draw up a ledger of current fees due. Rachel will draft letter to Searcy family to lay out payment and agreement.

- Information request for future events
  - January Potluck - Baker village location for event?
  - February 11th Open House - 9-11am, run ad

Action Item: Rachel to contact Baker commons for potluck and draft letter to parents for Ann.

### **President's Report:**

- Depot grant check was received
- Holiday cards for staff are at Chamber of Commerce

#### **Treasurer's Report:**

- Debts - Line of credit is paid off on 12/5/16
- Taxes - Hacker and Nelson is running payroll
- Other - payroll submitted by Ann each month, Kristin is tracking tuition and after school payments

#### **Committee Reports:**

- Internal and external committee tasks
  - Set a schedule and agenda of tasks/objectives through the end of FY 2017
  - Revisit strategic plan for priorities, projects and specific tasks
  - Discuss and make progress on immediate needs

#### **Old Business:**

- See above

#### **New Business:**

- See above

Adjourned at 8:59 pm

Next meeting is January 10th

