

NEIM Board Meeting - January 10, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:48 pm

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

Approved Meeting minutes delayed.

HOS Report:

- QRS - we have achieved 4 star rating. Certificate will expire on November 1, 2018. Should receive achievement bonus of \$1200 in 6-8 weeks
- Maternity Substitute teacher for Jenny. Plan on advertising in Decorah Now, Decorah News, Action Item: Kristin to put ads out and Ann to follow up if not receiving traffic
- New families -
 - we have two new students. Lincoln in E1 and Felix in the Children's House. Family has asked about possibility of scholarships
 - Melissa and son Axel visited, family recently relocated from California. Planning to enroll Jan 23.
- January Potluck - time and location (under Old Business)
- February 11th Open House - poster and radio station ads made by Kristin, hours of 10 am-noon, make move to write article for Decorah News in effort to include Open House date

Action Item: Kristin to put ads out, Ann and Jane to write article by Jan 30th

President's Report:

- Holiday cards for staff were a success
- Communicated with Claire about her flexibility and usefulness at NEIM
- Communicated with Christine and will be meeting to discuss her future at NEIM

Treasurer's Report:

- Debts - Line of credit is paid off
- Taxes - Hacker and Nelson is running payroll
- Other - payroll submitted by Ann each month, Kristin is tracking tuition and after school payments
- Closed Session - Topics of direct and sensitive nature to current NEIM families - tuition debt responsibility guidelines discussion - topics covered:
 - Debt policy
 - Notification and communication policy
 - Current policy regarding communication and timely payment

Committee Reports:

- Internal - setting long-term and short-term goals

- External - fundraising Winter event, potluck and open house, grant writing

Old Business:

- Rachel procured location at Baker Village for Pot Luck, January 26th 5:45-8:00pm

Action Item: Rachel to write email invite for Pot Luck

- Door estimates - \$5200 - \$5500 in estimate from La Crosse Glass for front, side and back doors with panic button locks

New Business:

- Tuition setting based on 4-year-old grant population

Action Item: Internal cmte to set tuition prospectus for next meeting

- Mid-year review for Ann
- Discussion of board contributions/donations
- Nordi Gras check in - sell items/activities for profit
- Fundraising - meet with Searcy family about Driftless Run

Action Item: Jane will meet with the Searcy family about this

- Scholarships - scholarships are applied for at the beginning of the school year
- Motion by Jane for Willowhouse project built in playspace

Adjourned at 9:12 pm

Next meeting is February 7th