

NEIM Board Meeting - January 9, 2018

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:36 pm

Present: Jane Busch, Kristin Propson, Rachael Buresh, Ryan Torkelson, Jay Raabe, Rachel Brummel

Approval of Minutes: December 2017 minutes are approved.

HOS Report:

- We had 16 students come observe from the Decorah High school for the World of Children Class. They were here for quite awhile and had many questions. The teacher emailed me later to tell me that the students were very impressed with our school and loved how open the teacher and guides were in answering questions and allowing them in the classrooms.
- Selina – the Public Health Nurse came in to check our records and we passed with flying colors.
- I have been working on several policies that will be added to the Administrative Handbook.
- We were very fortunate to have Angela Keuny help with Latchkey – She filled in from Dec. 18-22.
- We had 5 moms come in and help with lunch and rest time from Dec. 13-Dec. 21.
- Children’s House had their Community snack – I was invited, and it was delightful!
- We were awarded the McElroy grant for \$2500 for our upper and lower doors. They wanted additional information on who the donors were for the total of \$5000 that I asked for. I let them know that we had a fundraiser and all funds are complete. They would like documentation of the process and progress of the lower level door when it is complete. A check should arrive in the next two weeks.

Looking ahead to February:

- Working with Luther to secure more students for Latchkey and lunch/rest time. This is not an easy task.
- For your info – here is what is required for DHS:
 - 1. SING – Background check
 - 2. FBI Fingerprint – this can take 2-4 weeks
 - 3. First Aid and CPR – required within the first 3 months of employment
 - 4. Universal Precautions – required within first 3 months of employment
 - 5. Mandatory Child Abuse – required within first 3 months of employment
 - 6. Physical Exam – within 6 months - plus filling out the required DHS form
 - 7. Essentials Training – 12 hours – required within the first 3 months of employment
 - 8. Staff Training – 10 hours required within the first year
- From my perspective: It has been a relief to not cover for January Latchkey. I request a more detailed future conversation regarding the viability of not only Latchkey, but more especially, the staff and their well-being.

President’s Report:

- Latchkey for Spring Break 2018 is not feasible; Motion to disband - Ryan motioned, Kristin seconded, unanimously passed.
- Rachel met with Christine
 - Rachel volunteered to clean once a week in Jan, but because Latchkey is not happening, there is more time.
 - She will retire May 2019
- Chamber of Commerce holiday cards went over well with regards to participation from families.

Treasurer's Report:

Budgeted to Actual:

1. Salaries and taxes are higher than anticipated due to higher staffing costs than originally budgeted.
2. We will use grant moneys and donations to cover the cost of the door installation.
3. There were unexpected expenses due to the Blueprint for NEIM and the New Ejector Pump.

Commentary:

- I talked to John Schraeder at Decorah Bank to understand our accounts. The savings account is not tied to the line of credit. We can close it.
- Fundraising may be harder going forward with the new Tax law in place. With the increase in standard deductions, (\$24,000) for couples, less people will be able to write off their donations. We need to be considerate of this. We may also need to look at the use of sustained giving.
- Cash Flow projections continue to show we will be out of cash by the end of the year. We will most likely pull the necessary funds in July. The above cash flow does not include any grants to be received.
- I would like to change the fiscal year of the organization to match the budget year. I will work with Hacker Nelson to understand this change before proposing it.

Committee Reports:

- none

Old Business:

- Standing Item - Ms. Christine/Lead Guide Search

Action Item: Rachael and Jane will meet with Claire and Jenny as a Lead Guide candidates

- Standing Item - Board Membership Update

Action Item: Rachel will meet with Val as Board member

- Summer Program/Summer Program Director Check-In, Kristin contacted Whitney and she will take the position again, June 11th - August 10th

Action Item: Kristin to build flyer for parents at potluck

New Business:

- Update Website

Action Item: Jay will review and update the website

- New door estimate for glass door downstairs
- Discuss and research the viability of Latchkey program
- Administrative handbook update - Rachael

- Family potluck dinner - Jan 25th

Action Item: Rachel to send email to families, secure Baker Commons

- February 10th 10am-noon, Open House - market to get visitors

Action Item: Rachael will take care of marketing, radio, banner; Rachel on Facebook, newspaper

- Looking forward - Fall 2018 Enrollments
- Vote on HOS Contract - Rachel motions to hire, Kristin seconds, passes unanimously

Meeting Adjourned at 8:47 pm

Next Meeting: Tuesday, February 6, 6:30pm at NEIM