

NEIM Board Meeting - November 11, 2017

Minutes prepared by Jay Raabe, NEIM Secretary

Meeting called to order at 6:38 pm

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

Approval of Minutes: October 2017 minutes are approved.

HOS Report:

- Participated in first Preschool Parent Advisory Meeting with Michael Keuny on Wednesday, October 18th at West Side.
- Met with Ryan and Kristin and talked over strategies for payroll, procurement and expectations of who will be taking over what part.
- NICC observations went well – NICC was very grateful to be able to come into the school and observe.
- The NICC students were here once a week for the month of October.
- Student Conferences went very well! We had 100% participation.
- Children's House went to Barnetimen at the Vesterheim on October 17th and learned about photography.
- Carpets were cleaned by Heaven's Best out of Waverly – they also have offices in Waukon but the owner wanted to come and take care of us! He did not charge us travel time.
- Children's House and E1 went to the production of The Cat in the Hat at Luther in the CFL.
- Also, that same morning we had 6 Luther students plus their professor come to observe. These folks were from the Education Department and this is the first time Luther Education has shown an interest in coming to observe and I can proudly say – they were impressed!! Kudos to the guides and E1 teacher (they were not here to observe Jane's class, but they did anyway and were very glad that they had that opportunity!
- We had one Celebration of Life – Margaret Lally!
- Doors for the upper level are complete and installed. The only slight annoyance is that we now have 3 different keys that need to be used to get into the building. Perhaps when funds allow we could get all doors keyed the same.
- Jenny, Claire and myself will be out of school at different times in the next few weeks to allow for mandatory trainings.
- No school on November 24 and 25
- I will be hosting a Christmas Staff Party for the staff on December 2nd .
- Teri Orr from Iowa Child Care Resource and Referral came to visit and was very pleased with my progress in so many areas. Particularly my interactions with DHS, State Fire Marshal, Public Health Nurse, my understanding of the QRS system and my open and clear communication style.
- We will be getting two new students for the Children's House program - middle of November.
- The E1 teacher and Guides continue to impress me with their skill, tact, patience and knowledge – what a gift they bring to the youth.

President's Report:

- We are waiting on final confirmation of bills from 5 Plates participants
- We will be contacting families who did not participate in 5 Plates for fee
- I will be writing the Depot Grant for the doors in the Spring

Treasurer's Report:

- Salaries and taxes are higher than anticipated due to higher staffing costs.
- Door installation was an unexpected cost but looking for grant(s) to offset costs.
- There are additional DB&T accounts that need to be reviewed and closed for economy of account sizes. Rachel makes a motion to research and close these. The original donors for accounts need to be contacted. Rachael seconds, passes. Ryan will contact donor and bank to close these accounts.

Action Item: Ryan to finalize and close peripheral accts

- Hacker Nelson payroll services cost \$xxx/month; we need to transition away from this cost.

Action Item: Ryan to contact H&N and research bookkeeping programs

Committee Reports:

- none

Old Business:

- Standing Item - Ms. Christine/Lead Guide Search

New Business:

- Summer Day Camp Budget Update (Kristin)
 - Tuition deficit from last summer - too many staff for the amount of students, including 1 on 1 special needs student
 - Eligibility and DHS legal parameters need to be discussed with lawyer
 - HOS hours for summer need to be set; summer camp and school responsibilities need to be established in this year's contracts
 - Specific summer director contract/candidate search needs to be drafted; counsellor contracts
- J-Term Internship (Ryan) see handout
- Building Board Membership
- Winter Fundraiser?
- Discover Driftless Trail Run - keep checking in each month to get contract written and outlines for event
- Computer Replacement from accident
 - Jane payed out of pocket
 - Board to discuss full amount of reimbursement

Action Item: Rachael to reimburse Jane for amount that insurance paid

- Women's Clothing Auction donated \$500 to NEIM
- End-of-year charitable donations letter, need list of alumnus

Action Item: Rachel to draft letter, Kristin to find previous letter on NEIM hard drive

- Winter Santa has been moved to T-Bocks by the Chamber of Commerce

Meeting Adjourned at 8:13 pm

Next Meeting: Tuesday, December 12, 6:30pm at NEIM