

# PMCH Board BOARD OF TRUSTEES Meeting | April 22, 2025

5:30 - 7PM EST. Location: Petoskey Public Library and Virtual (Zoom)

In attendance: VIRTUAL: Miranda

IN PERSON: Chelsea, Angie, Jessie, Ali, Shiloh, Nicky, Morgan

NOT PRESENT: Russell

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5:35pm: Meeting called to order

Meeting agenda approved - Ali, Angie

Meeting minutes approved - Miranda and Jessi

## 5:44 - Fundraising & Event Planning

- PETOSKEY WORK ART SHOW: *Miranda*

Money will be raised through ticketed entry + the sale of Local Artwork that has been donated. Individual Ticketed Event (Entry) – all parents can take home their own child's artwork from the event. The items auctioned off would be each of the Group Works; we may also have some Local Artist pieces that will be auctioned off at this event.

The date of the event will be the week before **Mother's Day (May 8)**. The time will be evening– apx. 4:30pm

- Looking for local donations for the silent auction
- Possible to reach out to Walmart to get a donation (\$200 dollar gift card to purchase food/plates etc). Also, option to ask D&W if they will donate.
  - Crackers and cheese
  - Cases of soda
  - A couple bottles of wine
- There will be wine at the event with tips requested

- ANNUAL GIVING CAMPAIGN UPDATE: *Miranda*

- Not much headway has been made on this project due to Miranda being sick
  - **From March 2025 meeting - Still Open:** *Miranda and the board will review the drafts of the Annual Fund letters provided by Chelsea. Upon review of the Annual Fund letter Miranda will spearhead getting the letters sent out to everyone that she has on her list.*
  - *Miranda's list of contacts is currently composed of people who have purchased tickets to our events in the past. Apx less than 500*

- *Russell is working on getting the list of Alumni together for Miranda; Miranda has also been looking for Alumni on social media to cold call. Very small list (<10)*
- *Big picture, Miranda says it takes generally 7 touch points to get someone to make a gift (touch points = website, event, email, letter, in person meeting, etc). The first step to see who we get responses from then schedule meetings for people to come in for tours etc.*
- *Miranda has also set up a MailChimp account so that we can send our a newsletter and she would like to add an opt-in button to the website so that we can organically grow a list of potential donors.*

### **5:55pm - FINANCE REPORT & GRANT FUNDING**

- GSRP funding needs to be spent by the end of August
  - Nicky talked to MaryJo this week to get her feedback regarding the Primary classroom updates.
    - Doing full-screen privacy walls inside the Primary bathroom would be a good low-budget solution that would allow one child to use the bathroom with privacy, while another child is changing or washing hands.
    - Kitchen storage in Primary is needed. MaryJo and Leads are
      - *Note that Primary room will need to be closed while we rip out cabinets and update the storage in the kitchen*
    - We can “Update” the deck cosmetically (replace boards and rails; add planters, etc) – we can do this work without needing new permits to be pulled. If we tear out the deck and put in a concrete slab (etc) then we need to get a permit pulled, which will slow down the work.
    - BOT will have Bill the contractor come back in to discuss the jobs that we want done (bathroom; deck; kitchen) so that we can get started.
    - The BOT voted with a majority to move forward with the deck and Primary plans as discussed with MaryJo and outlined above.
- Jessi talked to the bookkeeper and she agreed to work with us for \$600 per month (rather than \$800 per month) if Ali agrees to take care of Payroll changes in-house (this entails)
  - Makes change in QuickBooks when a change in staff / pay rate happens

We are in the market for a new bookkeeper (our current book-keeper is charging \$800 per month and we would like to pay less for Bookkeeping services)

- We are financially in the GREEN this month!

- After some back and forth, Jessi now has a new point of contact with Slotkin's office.  
**As of April 22, 2205 TAXES HAVE BEEN FULLY ABATED for tax penalties incurred between Dec 31 2019 - March 13, 2022!**
  - We are getting a \$6,300 return back from the IRS as a refund for payments that we made between Dec 31, 2019 and March 13, 2022 that were applied to penalties and fees that have now been abated. After \$735 adjustments

#### **6:05pm - Administration Updates - Enrollment Updates – Jessi**

- Family picnic on June 11 (new last day of school)
  - Jessi will send Ali an email with info about the family picnic and EOY schedule so that Ali can inform parents
- Last day of PMCH school June 11.
- PMCH Closed June 12-13 (THR, FRI) to flip classroom to summertime curriculum
- Re-open Primary summer program on Monday June 16.
- April 2025 Enrollment is strong
  - 2 new children will be joining YCC2 in April
  - 1 New child added to YCC1 in April
  - 1 new 3 year old will be starting in Primary May 5
- In March 2025, the BOT discussed having an application fee required for all new PMCH Nido and YCC applicants. Jessi looked into this and Brightwheel does not give us an option to accept payment through the app (where we currently collect applications).
  - The BOT briefly discussed the idea of requiring cash or check, but the general consensus was that requiring cash / check would significantly compliant the accounting and the effort required to handle all of these cash payments may not be worth the financial gain PMCH would see from the application fees.
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#### **6:10 - Feasibility Study Discussion**

- Allie discussed the PMCH internal feasibility study results (currently enrolled parents) with PMCH staff the week of April 20, 2025. Reception from staff was positive.

#### **6:13 - 6:40pm - BOT Closed Session**

PMCH Administrator 6-month update regarding completed, open and upcoming initiatives

Meeting adjourned at 6:40pm

Respectfully reported by Chelsea Benson