MCC Board Meeting Agenda

*June 25th, 2025*

*Called to Order: 505pm*

*Minutes Approved from last meeting*

*Attending– Tarah, Sarah, Kathleen, Mimi, Irem, Dawn, Alicia*

1. Financials
   1. Review financial reports and bank statements (using Josie’s template)
      1. Template not working–Josie will work with this - Has not been updated yet, she stopped on Monday on 6/23/25 to discuss but nothing received back yet.
      2. Received April and May Statements.
         1. May has a high expenditure for PKC year end spending. We will get reimbursement in July and August for those expenditures.
         2. May was also a three pay period month for staff. Payroll was higher than normal.
   2. Exorbitant charges for ProCare and TuitionExpress-follow up regarding the following:
      1. Josie will vendor hunt (Lillio, FACTS, invoice through Quickbooks–which makes them pay service charges)
         1. Looked at ProCare and Lillio and Quickbooks
         2. Range from $50/mo to much more
         3. Can she do demos in official capacity for the center?
            1. Yes
         4. Josie will send out new contacts, Dawn and Alicia will send questions
      2. Dawn will start charging for credit card services to save hundreds per month
         1. Will send out a letter to parents about service charges
   3. Updates from meeting with Jason/KDC involvement
      1. We are missing tax filings for multiple years. Transactions are a mess with just chunks of records missing. The paper trail is just not there in a lot of areas.
      2. Was Eric submitting taxes or was McGill Powers & Bell? We paid Eric to gather up the quarterly info to send to MP&B. Tarah found some filed 990 forms for non-profits. We must research this. MP&B may have records. How do we recoup what we paid for services not provided? We must get our tax filings done and up to date.
      3. In general we are not the worst he’s seen and not in a bad position. Our bank balance is our most reliable indicator at present; the money is there or it isn’t. It is there and the bank accounts look good.
2. Staffing
   1. Staff incidents/behavior reports - no incidents

* 1. Current vacant positions/staffing needs - hired summer help. 2 Co-op people for the summer and 1 Co-op hired permanently.
     1. Dawn is going to start having black-out periods for staff vacations during school transitions. So many staff were out the summer program kick-off was hectic and very short handed.
  2. Splitting the squirrels and racoons is working wonderfully. The 4 year olds are thriving. The kids love Ms. Erica. One challenge is both Jen and Erica leave at 4pm.
  3. Considering having drop off in the outdoor play areas so the kids get outdoor play time while it is so hot for the summer.

1. Board of Directors
   1. Director and Officer Insurance- Status of obtaining policy
      1. Say we do, but have not seen the policy. Base information on coverage.
      2. Need to also consult state laws for minimum coverages.
      3. We should shop around regardless of what we get back. Policy good through April 2026 so we have no immediate need. Will schedule someone to come for the August meeting to talk through our options.
   2. Bylaws update
      1. Not incorporated as a Coop, so we can opt not to be. Let’s research and we can decide.
      2. Need to set quorum, elections, etc as most critical.
      3. Voting and duties of officers meeting (Mimi and Sarah H. can join Irem and myself)
         1. Voting—want to invite broader voting than who comes to the meeting
2. Handbook Policies
3. Review new policies such as parent conduct, send home and return procedures, etc. (Postponed until August meeting)
4. Updates
   1. [New space](https://docs.google.com/document/d/1pgm5L1SiIq0ppktDRmlcZFFlY_PlA-OfmbokJkgXkNk/edit?usp=sharing)

I. further discussion on rent and utilities planning

II. Accept terms for lease at this time

* 1. Website maintenance

I. By next meeting old staff will be removed

* 1. Fundraising
     1. Need bank account info to attach PayPal

-Alicia will provide

* + 1. Follow up- application for Allegheny Grant (Community Impact Hub) -follow up next meeting

New Business

-Inspection in July

Adjourn 6:13pm