MCC Board Meeting Agenda

*September 17, 2025*

*Called to Order: 5:33pm*

*No Minutes Approved from last meeting*

*Attending–Dawn Hall, Mimi Perez, Andrea Perrine, Xiaohan Sun, Tarah Williams, Irem Kurtsal, Sarah Haines*

1. Welcome New Members

I. Review intentions to join board and any pertinent board expectations

1. Motion to appoint two new board members, listed below
   1. Unanimous vote to confirm new members

Xiaohan Sun–Maxwell, interested in children’s health policy, Asst Prof. of Business and Economics

Andrea Perrine–Daisy, behavioral health (center based, autism, disability, skill acquisition, behavior reduction)

Irem will reach out to Oddfellows BC

No conflicts of interest

1. New Business and/or Urgent Matters
2. Discuss resolution from parent email, monthly statements provided etc.
   1. Received monthly statements showing still owed money
3. Language supports for Bear room child
   1. Learning some basic phrases to help build skills
   2. If we can add to that, look into potential work/study
   3. Intercultural education–think about these possibilities
   4. Community research (IU5 or early intervention–see if any language acquisition, Sarah H. and Dawn can follow up and ask)
4. Follow up about health needs assessment for enrollees
   1. New forms that Dawn had printed and will request
   2. Will add note that parents responsibility to update form
5. Child documentation form about incidents
   1. So this is for behaviors
   2. Incident report for injuries
6. Financials
   1. Review financial reports and bank statements
      1. Have report, no bank statement
   2. Discuss hiring bookkeeper and/or financial staff
      1. Wagner bookkeeping–good reports from the board, ok from Val at MCP
      2. Interested in bookkeeping, but not motion yet
   3. Follow-up on filed/unfiled tax documents
      1. Review contact from MPB and Eric
   4. Updates from Jason/KDC involvement
7. Staffing
   1. Staff incidents/behavior reports
      1. Site manager write up for Alicia new position
         1. Add website management?

* 1. Current vacant positions/staffing needs
     1. Good place staffing-wise

1. Board of Directors
   1. Formalize committee list (ie. new building, fundraising, etc.)*postpone to next meeting/October*
      1. Next meeting in October
   2. Director and Officer Insurance- Status of obtaining policy
      1. Status of current policy, named insured
      2. Sarah H. will make phone calls about Director naming (unable to make call due to contact information not provided)
      3. Dawn can reach out
   3. Bylaws update/follow-up on below
      1. *Set another date to meet?*
2. Handbook Policies
3. Review new policies such as parent conduct, send home and return procedures, etc.
   1. Sarah’s cleaning up the prose (still in process, plan to be complete by October meeting)
4. Updates
   1. [New space](https://docs.google.com/document/d/1pgm5L1SiIq0ppktDRmlcZFFlY_PlA-OfmbokJkgXkNk/edit?usp=sharing)
   2. Website maintenance
      1. Reassign to permanent staff
   3. Fundraising
      1. Need bank account info to attach PayPal
         1. Alicia will provide
         2. Dawn to get it to Sarah H. instead
      2. 2025 Palmiero Toyota Give Back Program
         1. Sarah H. will do it
      3. Follow up-

Grantwriting

* + - 1. Allegheny (Community Impact Hub)--Will apply in next round
      2. Will collaborate with MCP for grantwriting for move

Goodwill fundraiser

1. staff, parents, building, brings things, drops off, day where load in bins, for every bin fill make $50
2. November 15th 9am to noon, but can start filling October ??
3. Make an advertising list (Who will gather this list??)

Meeting Adjourned: 6:41pm