



Meeting Minutes

October 30, 2021 9:00 AM - 10:00 AM

Attendees

Trustees in attendance at MC²: Jodi Adams, Chris O'Reilly, Jerry Appell, Amanda MacLellan, Katie Hamon

Trustees in attendance by phone: N/A

Administration/School Staff: None

Apologies: N/A

Guests: None

Agenda

Topics	Discussion	Decision
Call to Order	Called to order at 9:17 am.	
Approval of Agenda	Agenda approved.	
Public Time	9:18 - No members of the public present.	

Approval of Minutes	<p>September 20, 2021 - Jodi made motion to accept. Amanda seconded. Unanimously approved.</p>	
New Business	<p>Trustees: Chair Position Jodi will update documents to track everyone's term for Board.</p> <p>Discussion was had on Board positions, with note that it would be beneficial to have Chair based in the area versus across the state. Idea would be that Jodi would return to Board Chair and Amanda would take on the role of Vice Chair (while remaining Treasurer). Katie would continue as Secretary.</p> <p>Amanda to run SWOT analysis today. To be shared with consultant (Maryann LaCroix Lindberg) who will help us plan for Board Recruitment.</p> <p>Kaite motioned for updated Board Positions (Jodi as Chair, Amanda as Vice Chair and to remain Treasurer, Katie to remain Secretary). Jerry seconded. Amanda abstained. Jodi, Jerry, Chris & Katie voted aye.</p>	
Financial Report	<p>Financial discussion included the following points:</p> <ul style="list-style-type: none"> ● Aid payments were more than the conservative estimates. Calculation was a bit different than we thought. ● Current enrollment is 50. ● Haunted House fundraiser proceeds were split with crew that put it on. <p>PPP Loan Update Due to need to restart forgiveness process with Celtic Bank, the application has never been under review by the SBA and thus hasn't been eligible to defer payments. Based on the adjusted timeline for paying out this loan by the maturity date, MC2 will continue to have to make payments of \$22K/month until this application makes it to the SBA.</p> <p>Given multiple unsuccessful previous attempts to change the loan note to Jodi or Chris' name and the delay that would be caused if we attempted this again at this time, we will leave this note in Donna's name until the application is approved. In order to submit this application on behalf of MC2, she has to attest to multiple</p>	

	<p>statements, beyond previous authorization to represent MC2 (which was given to her by Chris). In order to address the need to check the statement that she “has significant managerial authority over the business,” without grantiner her hiring and firing power, Amanda made a motion to “grant significant managerial authority over MC2’s PPA loan forgiveness application and related financial management responsibilities to Donna Duhamel in her capacity as contracted business manager through the QED foundation” Seconded by Jerry. Unanimously approved.</p> <p>It is undetermined if MC2 will get back any payments previously made before the application goes to the SBA. (BlueLine told Jodi we would. Celtic may or may not refund that based on status of reporting made to the SBA.) Given the lack of consistent communication as well as inconsistencies with what Celtic Banks says and what loopholes they use, Chris has documented this whole process and plans to file a complaint with the SBA (once the application is approved and with the SBA) to request the return of the funds that Celtic has withdrawn even though we started this process in June.</p> <p>Additional financial notes:</p> <ul style="list-style-type: none"> ● Still awaiting final total of moving expenses from Manchester. ● Bridge Loan was paid back. ● Future budget is based on move and the difference in rental costs. Given the money the landlord is putting into the new place, MC2 fit out costs won’t be able to be covered by increased rent. Suggestion was made to take out a loan (part of which would be adjusted by ESSER funds for the HVAC) to cover MC2 portion of the fit-out costs. Amanda made a motion to: “Grant the ED authority to apply for and accept through HEAF a loan (up to 100K) to cover fit-out costs for a new site, upon approval of the new lease.” Katie seconded. Unanimously approved. ● Current budget lowered amount needed for fundraising, but Elizabeth is still aiming for \$50K in fundraising. 	
Old Business	<p>Keene Site Updates</p> <p>Chris sent them a draft lease which will go for a legal review once approved by the landlord. (Note that we are required to include</p>	

	<p>general language related to closure of charter schools and thus this language needs to be approved in that process.) We will need to put \$7K down as a deposit. City of Keene was sent plan to review. Chris spoke with the Fire Department who were looking for a more robust floor plan. They were satisfied with feet to egress based on furniture and dividers. Planning board has reviewed and has yet to ask for any additional information. Space will fill 120 people.</p> <p>Manchester: We have yet to get our deposit back from Manchester site and are awaiting a response. Donna is going to reach out to them, given we sent a registered letter. Next step would be to involve a lawyer if we still don't hear from them.</p>	
	<p>Meeting adjourned at 10:04 am. Motion by Katie, seconded by Amanda.</p>	