



## **Meeting Minutes**

November 15, 2021 6:00 PM - 8:00 PM  
Remote Meeting via Zoom video conference.

### ***Attendees***

Trustees in attendance at MC²: Chris O'Reilly, Jodi Adams

Trustees in attendance by phone: Katie Hamon, Jerry Appell, Amanda MacLellan

Administration/School Staff: Elizabeth Cardine

Apologies: None

Guests: None

### ***Agenda***

Topics	Discussion	Decision
Call to Order	Called to order at 6:04 pm.	
Approval of agenda	No changes to agenda.	
Public Time	No members of the public spoke.	

<p>Consent Agenda</p>	<p><b>Approval of Minutes</b> Board reviewed minutes from Oct 30 and notes from subsequent Board retreat.</p> <p>Amanda requested amendment to Oct 30 minutes to reference the consultant (Maryann LaCroix Lindberg) by name.</p> <p><b>Executive Director Report</b> Katie noted potential link/language updates for clarity. Board was excited to see note about Halloween fundraiser and proceeds from that.</p> <p>Chris noted survival skills and techniques, shelter, first aid, etc. that he learned in Wilderness First Responder training this month. Noted potential training for future years and/or creating curriculum around this topic.</p>	<p>Katie to update 10-30-21 minutes to reference consultant by name.</p>
<p>Finance</p>	<p><b>FINANCIAL REPORT</b> <b>Enrollment:</b> 2 new students today, so count is now at 52.</p> <p>Two notes were raised regarding budgets versus actuals.</p> <ul style="list-style-type: none"> <li>• Billable services were half of what was expected. This could be based on timing for billing and may be made up for next month. (We do not expect any more funds from billable services in Manchester.)</li> <li>• School admin costs - potentially based on reimbursement for Wilderness First Responder training.</li> </ul> <p>Bridge loan noted in Oct 30 report as paid should show up in November financials.</p> <p>We have yet to receive final figures from Manchester campus. Based on advice from MC2 lawyer, Chris will send a certified letter asking for statement of account and when we expect to get our refund.</p> <p><b>PPP Loan Forgiveness</b> PPP loan is now in hands of the SBA so Celtic Bank will not be taking any more money out of our account. It is still undetermined on whether they will return previously withdrawn funds. Once everything is finalized, these figures will be reflected on the balance sheet.</p>	<p>Chris to check on difference in school admin costs.</p> <p>Chris to send certified letter to Manchester landlord.</p> <p>Chris to confirm funds for PPP were NOT withdrawn on Nov. 15.</p>

**Update on potential new site**

Direct Loan application for fit-out was put together and accepted by HEFA. Chris will present tomorrow at 12:45 to HEFA Board to make case for money for fit-out.

HVAC and other fit-out components related to COVID (approximately half of this loan) are expected to be covered by ESSER funds. While we can't recast the loan or adjust the schedule, we can pay it down with that money. Planned fundraising efforts aim to have community help us pay back part/all of the remaining portion.

MC2 lawyer sent feedback and proposed revisions to the lease based on questions and comments from the Board. Chris will sort through these and send an updated lease for the Board to read before sending it to the new landlord. Current MC2 budget is based on a move to the new site for January. This will be adjusted based on updated timeline once signed and fit-out begins. We hope to get current lease deposit back when we move.

**Fundraising Efforts:**

Board asked Elizabeth to give update on current plans. She noted three focus areas:

- 1) Fit-out - to fundraise other half of HEFA loan
- 2) Increase donor base to decrease reliance on grants.
  - \* Giving Tuesday campaign planned with Savings Bank of Walpole match (either dollar for dollar or for new donors) up to a particular amount.
  - \* Hope that the above helps seeding of donor base.
- 3) Development open house in new building (while still blank slate)
  - \* Present new business plan.
  - \* Reach out to potential organizations, such as Putnam Foundation, Kingsbury Fund & Mascoma Savings Bank.

Current development team consists of: Elizabeth Cardine, Mark Bodin, Eileen Sarson (who encouraged us to reapply to 100+ women who care in 6 mos), one parent (Diane Nielsen), and one person (Lauren Bressett) coordinating with grant writer for messaging.

Chris to send updated lease to Board this week for review.

	<p>Other fundraising ideas discussed:  Jodi noted Murder Mystery dinner but that up-front costs were prohibitive. Considered getting students involved and hosting on our own, but that can be time consuming for Sarah Stout given the work just completed on the Haunted House.</p> <p>The question of whether we could rent space for Driver's Ed (both as a way to get potential students in the doors of MC2 and for funding) was raised again. Cindy, our lawyer, noted in her feedback on the new lease that we will need clarity on this with our landlord based on renting space versus hosting. Jodi mentioned that the Manchester campus had discussed the idea of Adult Education classes happening there.</p> <p>Upcoming Board discussion with consultant (Maryann LaCroix Lindberg) will include review of fundraising.</p>	
Board Self-Evaluations	Board will use these in discussion with Maryann LaCroix Lindberg. Currently submitted ones are reflective of what we covered during the board retreat.	Amanda and Chris to submit their evals.
Committee Updates	Restructure of committees will happen with consultant (Maryann LaCroix Lindberg) - during meeting on Tuesday, November 23 or potential follow-up meeting.	
Non-Public Session	None	
Other Business	None	
	Meeting adjourned at 6:40 pm.	