



Meeting Minutes

December 20, 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 6:02 pm.	
Approval of agenda	Agenda order updated to the following: <ol style="list-style-type: none"> 1. Call to order 2. Approval of Agenda 3. Public Time 4. Fundraising <ol style="list-style-type: none"> a. Gaming for Charity 5. CCNH Stem Program 6. Additional pay for PPP Loan application 7. Update by-laws 8. New Business <ol style="list-style-type: none"> a. Program assurances 9. Consent Agenda Approval of Minutes Executive Director Report	

	<p>10. Finance</p> <ul style="list-style-type: none"> a. Financial Report b. Current Lease c. Update on new site <p>11. Committee Updates</p> <ul style="list-style-type: none"> a. Restructure of committees <p>12. Meeting Adjournment</p>	
Public Time	Jerry noted that he is Interested in working on subcommittees but will be stepping down from the Board around June - contingent on others joining by then.	
Fundraising	<p>The question of whether we take part in Gaming for Charity was raised. There is no financial obligation, until we get the proceeds, and it would be <\$400. We would simply have to sign up to be one of the non-profits included in this program.</p> <p>A few members of the Board spoke asking about typical proceeds, other schools and youth-based non-profits that have participated, and whether we want to be associated with this program.</p>	Jodi to follow up and get answers to Board questions
CCNH Stem Program	<p>MC2 signed initial MoU for this in 2018. Last summer there were 2 disciplines that were added to the STEM scholarship, plus CTE is also eligible for the scholarship. Due to expanded nature of MoU, any district that participates needs to resign the new agreement.</p> <p>The Board discussed whether we needed to sign this given that sending districts have already also signed the initial agreement. In the event that we wanted a site based STEM course or a surrounding district rescinded their agreement we would need to have this signed for MC2 students. It was noted that the point person at MC2 for this program is ELizabeth.</p> <p>Amanda moved to authorize Chris & Jodi to sign the MoU to enter into this program with CCNH. Katie seconded. Jerry abstained. Jodi, Amanda, Chris & Katie voted yes.</p>	

<p>Additional pay for PPP Loan application</p>	<p>Given additional work done for the PPP loan application, Chris requested we pay \$1,000 for services beyond the current contract with QED.</p> <p>Amanda made a motion to authorize Chris to amend the contract in order to compensate QED staff an additional \$1,000 for work beyond that outlined in the original contract related to the PPP loan forgiveness process. Seconded by Jerry. Unanimously approved.</p>	
<p>Update By-Laws</p>	<p>A discussion was had regarding updating charter and by-laws to clarify voting and non-voting members. It was determined that we needed the specific language that would be changed before voting on this.</p>	<p>Jodi will reach out to Maryann to determine language to be updated in by-laws.</p>
<p>New Business</p>	<p>Regarding program assurances for ESSER Funds, Board was informed and reviewed the Assurances.</p>	
<p>Consent Agenda</p>	<p>Approval of Minutes - no questions were raised regarding submitted minutes.</p> <p>Executive Director Report Another student will be starting after break. Newest students are coming for multiple reasons from both charter and public schools in the area.</p> <p>Need for more staff was raised to address IEPs. General staff shortage due to medical leave created recent need to get approval for one week of remote learning. This was approved with requirement to allow students to come in if they wanted to do so - which worked out well.</p> <p>Dean is coming in January.</p> <p>Kudos was given to Elizabeth for the funds raised in the Giving Tuesday campaign.</p>	

<p>Finance</p>	<p>Update on new site Meeting today - slight revisions on floor plan. Had some grant money that had to be used for audio-visual related projects, so looked into cost to put in an audio/video production room in the new space. Also discussed some other details about construction and timelines. Current timeline is to finish contractor work by mid-February.</p> <p>Current Lease MC2 attorney sent letter to property owner directly, noting the email Chris has received from the company managing the lease. Chris sent her all communications documenting multiple attempts and good faith effort to extend the previous lease.</p> <p>Financial Report Katie requested clarity on fundraising and other revenue amounts.</p>	
<p>Committee Updates</p>	<p>Topic of restructuring committees was noted and Elizabeth was invited to give an update on MC2 committees that have been meeting and development work in progress.</p> <p>This update included the following:</p> <ul style="list-style-type: none"> ● 3 development goals: increasing donor base & percent of budget, raising funds for fit-out for the new space, and getting investors for long-term operations. ● Suggestion was made to attempt to raise funds for specific operational needs (e.g. funds for grant writer work which was successful) ● Those who have been involved in development conversations include: Mark Bodin, Lauren Bressett, Eileen Sarson & Curt Cardine ● Focus on retaining and getting new staff (benefits and salary) was noted as a financial piece for the future. ● Leveraging the makerspace and creating a committee to work with the community came up. ● Elizabeth is working with Mike Reid to build out a community connections map in salesforce. This will include family, guest speakers, jobs, gateways panelists, etc. and will help students see their network and MC2 recognize connections. Once set up, this will be managed by the admin assistant and internship coordinator, along with any development person. 	

	<ul style="list-style-type: none"> ● In regards to marketing, Elizabeth covered print ads and social media posts (Facebook, Instagram & LinkedIn). Research is being done on where lawn signs can go. With input from the site council, Elizabeth is working to check and improve branding, language, graphics, and logo. ● Desire to expand into more interpersonal marketing, such as open houses, events, etc. - including envisioning event before the new site is open. This could also help with Board recruitment. ● Potential for a development person who would oversee marketing and PR with KSC interns helping. ● Current Committees: Site Council & CoCreate, along with pieces of Fundraising/Dev Team & Grant Team. 310 Moving Team could pivot to Joint Loss Committee. Site Council & Fundraising will need Board Membership on the actual committees. ● Potential and planned events/organizations: Keene YPN, Hannah Grimes, Let It Slide, but not necessarily Chamber of Commerce due to cost. ● Student representation on the Board. <p>Following this, Chris asked if Board wanted to continue conversations with Maryann LaCroix Lindberg to help with continued growth and development. Once Board works through next steps, will circle back to her.</p>	<p>All marketing materials will need updated address after the move.</p> <p>Jodi to draft what student representation might look like and send to the Board for review.</p>
Non-Public Session	None.	
	Meeting adjourned at 7:24 pm.	