



Meeting Minutes

February 7, 2022 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, Sarah Stout

Apologies: None

Guests: Diane Neilsen (parent / potential board member), Savannah Drowne (potential board member), James Bass (student / potential student rep to board)

Topics	Discussion	Decision
Call to Order	Called to order at 6:05 pm.	
Approval of agenda	No additions or changes to the agenda.	
Public Time	No member of the public spoke.	

<p>Consent Agenda</p>	<p>Approval of Minutes Katie to forward non-posted minutes from May 17 to Amanda to consolidate before posting. No concerns on approval for January minutes.</p> <p>Executive Director Report Note on money for Let It Slide fundraiser. MC2 benefits from ticket sales. Preliminary numbers were about \$3000 for charity with \$1200 going to 8 non-profits around the region.</p> <p>Facility report for Manchester: We paid our lease through October, as noted in our addendum. That went through about a month ago but we have yet to get our deposit back, and Peter hasn't responded to request to sign the document. Lawyer will need to send notice regarding the deposit.</p> <p>Emerald Street: We received invoice for excess amount landlord wants us to pay. This was passed to our lawyer to contest it.</p> <p>There was a recent push of advertising (print ads in Monadnock Shopper, Monadnock Ledger, and Parent Express) to further enrollment and our numbers have gone up, with 8 new inquires. They will come visit starting in the new trimester on March 14.</p> <p>Note that many students say they learned about MC2 through word of mouth, but Chris is trying to see if they started asking/talking about it due to seeing an ad.</p>	
<p>Fundraising</p>	<p>Gaming for Charity Jodi did send paperwork to Dawna and Chris - they can reply with approval and we can sign up from there.</p>	
<p>Finance</p>	<p>Financial Report In the report, Dawna noted Jan billables are still pending.</p> <p>Paycheck Protection Program (PPP) loan update was positive. Union leader - getting resolved. Feels like we're moving in a positive direction with enrollment and clarity around our financial situation, so that we can bring to project from there.</p>	

	<p>The question was raised about fitout cost and estimated outlays. Given that tile samples were taken and no asbestos was found, there aren't any anticipated large expenses that could blindsides us. If something came up, any available loan money could go to that given the loan was for fitout. An audio-video room was added and grant money (from the O'Toole award) is covering part of that. Also, window framing was going to happen later but is being done now. If we need another room down the road, leftover loan money could be used for that, or we could pay down the loan with it.</p> <p>Leftover Elementary and Secondary School Emergency Relief (ESSER) money can be used for furniture but not fitout, not even for heating/ventilation.</p> <p>Update on new site</p> <p>Chris doing a good job keeping costs down by moving out early - saved \$5K for movers by doing it and saved more for repair/fix work. Lots of parents and people help out with this. The Board thanked him for this work.</p>	
<p>Board Members</p>	<p>Potential New Board Members</p> <p>James, Diane & Savannah all here attending. We have resumes on file. Once any of them attend 3 meetings (Board and/or committee meetings), the Board can discuss voting them on as a member or representative.</p> <p>Board committee is scheduled to go over MC2 charter by-laws and policies (renewal is 2 years away). Idea was raised to have new members join this process and we can adjust prior to our next renewal.</p> <p>Each potential new Board member introduced themselves and explained their background and interest in MC2.</p> <p>The Board noted ways to welcome new board members, and raised the question of what the expectations are for them and what committees they might join.</p> <p>Board has a potential description for the student ex-officio/non-voting member. Board discussed how to increase the voice of the students through recommendations from the student body and through the idea of the student rep to the Board</p>	

	<p>being part of the Student Governance Council (which would automatically happen after attending Council meetings if they weren't already on the Council). Given the nature of MC2, the structure of this could be flexible, but some connection to the Council and the Board should be made - and this person should be approved by the students/Council and the Board. Discussion to continue next month.</p>	
CSI Goal Update	<p>Chris sent notes to the Board regarding CSI meeting. MC2 continues to move forward on our goals and they are aware that we are addressing relocation right now and happy with our progress even with pandemic and move. Another CAL survey will be shortly and we will have more data to review in March.</p> <p>Next steps including on-boarding new Board members and re-establishing committees. Noted that Board wants these committees to be a mix of Board and community members ideally.</p>	Chris to confirm funds have been extended through 2024.
New Board meeting dates	<p>Upcoming Board meeting dates were discussed, with some adjusted due to school vacation and Monday holidays.</p> <p>Proposed dates are as follows:</p> <p>5/16/22 6/13/22 7/18/22 8/15/22 9/19/22 10/17/22 11/21/22 12/19/22 1/9/23 2/13/23 3/20/23 4/17/23</p>	
Committee Updates	<ul style="list-style-type: none"> a. Academic Excellence - Jodi, Katie & Jerry (who plans to stay on even after he steps down from the Board) b. Development (including Fundraising) - Katie & Elizabeth plus committed community members helping asynchronously c. COMBINED: Board Governance, Recruitment & MC2 Development (& Succession Planning) - Jodi & Jerry - go over Charter and make sure it aligns with new structure and goals. <i>Question was raised on training a person on campus as backup in case of emergency.</i> d. Finance - Amanda with Chris/Dawna (plus potential new members) e. Joint Loss (moving to campus level / non-Board committee & covers safety) - Chris O'Neill & Sarah Stout - plus James & parent on site council <p>Question was raised regarding Board responsibilities in terms of student recruitment.</p>	Jodi to send CSI & Strategic Goals plus description of each of the committees.

f. Non-Board Committee Updates (from Elizabeth)

Co-Create - continues to grow with organic community interest - also got ESSER funds approved to start paying Jerry Kuhn for makerspace. Has so far done pro-bono work. Next meeting is 9-12 this Saturday and will include defining the job description of the Steward, as well as how to balance membership (subscription/bartered) when move into community model. Mayor George Hansel announced the space at Let It Slide and noted how exciting it was to have it come to Keene.

310 Moving - Elizabeth handled volunteers and made sure we still ran a school. Chris coordinated the move. Once we have access, we'll need to address moving into the new space and out of our current 3 storage spaces, which will result in needing to get rid of some stuff.

Site Council - Sarah to take lead on farming out some of our unused equipment to other non-profits or hosting a community based yard sale. Site Council helps with things like this and this past month was dominated by the move and making sure we had space for students. One person from here is going to be part of the Joint Loss Committee. Council keeps growing.

Beyond that, there is a continued goal of expanding community connections. For example, Elizabeth invited Michelle Greenwald to a graduation gateway, which resulted in multiple additional people from Savings Bank of Walpole getting involved and now Mark Bowdoin is involved and helped recruit Savannah. Idea is to have development be more than just fundraising. Salesforce project to track connections will be picked up this trimester and/or summer.

Fundraising:

- Let It Slide - most successful yet in terms of fundraising for MC2 through tickets. Also great word of mouth and raising money for charities. Great placement in demographic - ex: business and who they want to support. Internship mentors etc.
- Letters were sent out to local family foundations the week before Christmas to ask for \$25K donations to help with fitout. One declined, one donated \$5K. Hope is that the others are discussing this.

	<ul style="list-style-type: none"> • Community Open House to be rescheduled once we are moved in. • Regarding grants, Lauren Bressett is helping us with spending ESSER money and addressing any requirements related to that. Chris and Elizabeth are working on a big picture plan to address long term sustainability beyond these grants. • Savannah asked about considering new market tax credits. Given change in schools, MC2 could be eligible. 	Chris to ask Dawna about tax credits.
New Business	None	
Non-Public Session	None	
	Meeting adjourned at 7:20 pm.	