



Making Community Connections Charter School Board Meeting Minutes

January 4, 2016 6 pm – 8 pm
MC2, 149 Emerald St., #UP-3 Keene, NH

Attendees

Trustees in attendance at MC2: Kim Carter, Steve Coughlan, Jim DiStefano, Jodi Adams, Marcea Gustafson, Lori Juszczak (phone)

Trustees in attendance by phone:

Administration: Chris O'Reilly, Eddie Marceau (phone), Elizabeth Cardine (phone)

Apologies: Sarah Browning

Guests: Frank Donato

Minute Taker: Steve Coughlan

Agenda

Topic	Discussion	Action Items
Call to Order	Kim Carter called the meeting to order at 6:07PM	
Approval of Agenda	Audit is not ready yet, so will not be part of the meeting. Charter Renewal process will be added.	
Public Time	No speakers present.	
Fundraising Update	Three members of the board have contributed so far this fiscal year, all others are encouraged to contribute before the end of our fiscal year, June 30. Jim D. presented his contribution to the chair. Lori J. reported on the recycling campaign, which has raised approximately \$300. Eddie M. reported the Yankee Candle program raised over \$700. The promised Monadnock matching donation for funds raised by December 28, 2015 is expected to match \$15,734 already raised, and some last minute adjustments may change that amount.	
Facility	Jim D. spoke about the Manchester facility options. A potential sublet being investigated will require approval of the landlord, which may not be given. Kim C. has begun working with the Manchester Planning Dept. to determine if there may be fit-up costs. Jim moved to direct the Business Administrator to work with Jim and Kim to submit a letter of intent to sublet the space, and Jim D. will continue updating the board as the	Motion by Jim D. Steve C. seconded. Unanimously approved.



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	process continues.	
Board Development	Kim C. reviewed the board goals from the last retreat for the board. Steve C. handed out summary of board member terms.	
Charter Renewal and Retreat Agenda	The charter for Manchester must be renewed next year. The intent to renew must be filed by June 2016. Kim C. will email and hand out renewal process information at the board retreat. She also reviewed recommendations from governance experts to move to committee-based work and meetings for the board, with just one full board meeting per month that can rotate. Recommended committees align with key areas to be considered for renewal, so there is synergy. Kim proposes that these areas be a focus for the retreat. She will also send board committee and development recommendations.	
Recruitment and Marketing	Lottery date is March 31. Marketing events should be planned to drive interest before the lottery date to increase enrollment. Kim C. asked the school leaders to schedule events, particularly open houses. They will report their current plans to the board at the board retreat, so the board can build on that.	
Financial Goals	Kim C. proposed three financial goals: <ol style="list-style-type: none"> 1. Get current with expenses 2. Hire CEO 3. Increase Staff Compensation Developing a strategy to accomplish these will be discussed at the retreat.	
Adjournment	Meeting adjourned at 7:59 PM.	