

Minutes 12/12/11 GRDC Board Meeting

Roll Call

Board members present were:

- Derek Witte
- Ray McDaniel
- Chris Hanks
- Tim Glasser
- Lorissa McAllister
- Mindy Holohan
- Doreen Bolhuis

Sign-in sheet is attached

1. Motion to approve agenda – movant (Witte) second (Chris Hanks) – passed unanimous
2. Approval of minutes – so moved (Witte), second (Tim Glasser) – passed
3. Mindy Holohan summarizes retreat and shares agenda from retreat (Exhibit A).
4. Public Comments
 - a. Sana Amash – Teachers went to Wayne State for Reggio conference. Sana approached Lella Gandin (Reggio Emilia expert) to discuss the role of the pedagogista. Asked her how the school should function under Reggio Emilia approach without pedagogista. She believed that the current approach of sharing this role between teachers was innovative. Sana asked about provocation and sharing. Lella told her that they can attend seminars, etc. for outside inspiration.
5. Capital Campaign Update (Sandi Frost-Parrish)
 - a. Rolling money from Phase 1 into Phase II
 - b. Working with Jeanne to identify add'l donors
 - c. Jeanne has brought in new people to create capital campaign committee
 - d. Capital team cabinet will make connections with key donors
 - e. Dec. 19 luncheon for fund-raising committee – There will be a meeting with campaign committee members regarding capital campaign.
 - f. Many individuals walking through and taking tours
 - g. Discussed budget for Phase I, II and III (Exhibit B).
 - h. We have changed and renewed the case statement.
 - i. Discussed the “Campaign Committee” (attached as Exhibit C) and the background of the various committee members

6. Financial Report.

- a. Tim Glasser introduces Phil Saurman and Tessa Keena.
- b. Financial reports are attached as Exhibit D.
- c. Phil Saurman discusses 81,000 of Kellogg funds, which have not been spent will be seen as revenue for current fiscal year. This explains why the 84k was missing from last year's fund balance.
- d. Tim Glasser: "We are in a stable condition, but things are still tight."
- e. Phil Saurman: "We are on track to build the fund balance to where it should be" and "have been on budget." Phil suggests revising the budget in December to reflect actual operational costs.
- f. Tim requests a report that excludes Kellogg funds and includes only operating costs and revenue.
- g. Tim suggests switching all banking to Founders from Huntington. The purpose of switching would be to increase open line of credit from 150,000 to 200,000.
 - i. Lorissa voiced some concern because representatives from Huntington are also on the committee and it may be worthwhile.
- h. **Tim proposes resolution:** To delegate Tim Glasser with the power to negotiate and to act on changing credit account/open line from Huntington to Founders in order to increase line of credit.
 - i. Motion (Tim Glasser) Second (Witte) – Unanimous.
- i. Rehmann Group discussing audit of GRCDC
 - i. Audit attached as Exhibit E
 - ii. Rehmann group believes that financial data is fairly presented by the GRCDC and reliable. "Final product is fairly presented."
 - iii. Rehmann group also believes that our process for reporting and internal controls are reasonable and appropriate. This is a "clean report."
 - iv. We have improved on independent control and oversight.
 - v. Much progress made.
 - vi. **Motion to approve audit** (Doreen bolhuis), second (Chris Hanks). Carries unanimously.
- j. Executive Director Report
 - i. E.D. Report and roles/responsibilities are attached as Exhibit F
 - ii. Jeanne Englehart not present; Mary Witte present in her stead to report Jeanne's notes.
 - iii. Mary Witte discusses ED Dashboard.
 - iv. ED report and dashboard attached.
 - v. Many tours so far. Donors have been interested that we are accessible, diverse, in a new building and performing.
 - vi. Jeanne is still defining her role in collaboration with Leadership Group.
 - vii. Mindy raises issues regarding wish list and has concerns that there are substantive issues related to learning environments that need to be addressed and shouldn't only be on wish list

- k. Principal's Report
 - i. Principal's Report attached as Exhibit F.
 - ii. Erin introduces Kristen Moore as project manager/grant writer for Kellogg grant.
 - 1. Erin introduces Maria Gajewski as the grant evaluator for the Kellogg grant. However, it seems like Maria will be working more on project design than grant evaluation. She is working on figuring out what about the school has value and how that can be used to teach/improve other schools.
 - 2. Two reports will go to the Kellogg Foundation regarding how the grant money was used to further the purpose of the grant, one after the first year, the second at the end of the second year.
 - 3. Kristen and Maria will be evaluating the grant for Kellogg foundation, but more importantly a deliverable to other schools that will be used to use the school to benefit other school's/communities.
 - 4. Kellogg grant management team (Erin, Kristen and Maria) will provide reports to the board at each meeting regarding progress and observations.
 - iii. Pedagogista role has been shared by staff/faculty. Erin has been involved in those reflective meetings.
 - iv. Trevor is the school and family services director. His role has increased. Erin has been working with him directly. He has been on the front-line with behavioral issues.
 - v. Aquinas/GRCDC relationship still not defined. Aquinas will make proposal regarding daycare/development center. Informal direction is that GRCDC will "own" development center and hire all current staff working at discovery center.
 - vi. Erin discussed ARRA (Federal Funds) review, which is an audit for ARRA funding. We had to follow up with the findings regarding our 08/09 accounting and internal controls. This has all been cleared and we received a clean bill of health from ARRA.
- 7. **Motion to accept Aaron Farr resignation from the GRCDC board.** Witte moved, Glasser second, all in favor – Approved unanimously.
- 8. Tim Glasser, Doreen Bolhuis, and Mindy Holohan have volunteered to meet with board candidates Tracey Brame and Jacqueline Taylor.
- 9. We have created a sub-committee tasked with the creation of a non-profit entity, whose purpose will be to run the early childhood program and to raise money for the GRCDC capital campaign. Sub-committee will include Derek Witte, Tim Glasser, Mary Witte and Jeanne Englehart.
- 10. Lorissa McAllister proposes resolution to authorize architects to begin work on Phase II and Phase III.

11. **Doreen Bolhuis moves to approve the amount** to be spent for the architecture pending Derek Witte's approval of the particular terms and conditions of the agreement, including defining deliverables and milestones and ownership of drawings. Mindy Holohan 2nd. All in favor – motion carries.
12. Mindy raises concern about some corporate relationships with school and proposes that we consider how we evaluate the businesses with whom we enter into relationships based upon the ethics/values of those entities.
13. Motion to adjourn (Witte) Second (Bolhuis), all approved.