

# Kaleidoscope Board Meeting

Teleconference  
November 21, 2024  
7:05 - 7:58 p.m.

## Kaleidoscope Mission

Kaleidoscope provides holistic support and engaging learning experiences to families through classes and community events.

## Kaleidoscope Values

- \* We are inclusive
- \* We operate in a collegial spirit
- \* We strive to embrace many educational philosophies

## Board Meeting Called to order at 7:05 p.m.

Board Members Present: Tim Reitz, Erin Barnett, Chris Amidon, Vicky Walters, Renata Sommerville, Sheri Werner

Board Members Not Present: None

Staff Present: Erin Gregorcich

Staff Not Present: None

## Action Items:

1. Approve [September Board Minutes](#)

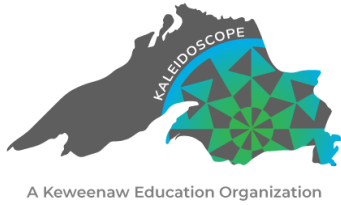
**Motion: Tim Reitz**

**Second: Chris Amidon**

**Approved unanimously**

2. Last-Meeting Action Item Review

- a. CLK Management Discussion: General lack of accountability CAPE is held to is a concern. Discussion is ongoing.
- b. Instructor Position Open on Board: Roz Heidtke is interested in the position and will attend the January 2025 meeting.
- c. Meeting Schedule Discussion: Tim will create a poll in December to determine meeting dates/times for the next 12 months.
- d. Update Website With New Board Members: Erin Lempkowski has completed this.
- e. Internal Audit: Will be addressed in Director's Report. (see below)
- f. Budget Update: Will be addressed in Director's Report. (see below)



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- g. Add Sheri Werner to Range Bank Account:

**Motion: Chris Amidon**

**Second by Renata Sommerville.**

**Approved unanimously.**

## 1. Director's Report

### a. Transition

1. Email issues and missing paperwork are being addressed case by case.
2. Requirements for the Be Happy (Copper Shores) grant we received from were not communicated by Michelle; Erin Lempkowski has taken this over.
3. The internal audit by Erin Gregorcich and Vicky Walters found all line items in a random sample to be correct. Vicky will write a report for the January meeting which will be added to the Treasurer's file.

### b. CLK

1. Check received. Elective numbers are down program wide so there will be no 10% increase next year.
2. Department of Education has released new requirements. Staff meeting scheduled for December 2, 2024, to discuss.

### c. Budget

1. No significant changes since first introduced. A buffer amount will hopefully be added in semester 2.

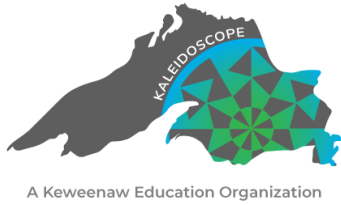
**Motion to approve budget: Chris Amidon**

**Second: Sheri Werner**

**Approved unanimously**

### d. Grants

1. Be Happy (Copper Shores) grant is now being handled by Erin Lempkowski.
2. Michigan Arts and Culture is providing funding for drama camp and new musical instruments.



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3. Erin Lempkowski will file paperwork for a Charitable Solicitation License.
4. We are waiting to hear if we received the Keweenaw Community Foundation grant to fund STEAM Saturdays.
5. Erin Lempkowski will reach out to Erin Barnett and Vicky Walters regarding researching more grants.
- e. Social Media Report
  1. Report was completed timely in July. Erin Lempkowski will attend January meeting to discuss.
- f. Upcoming Programming:
  1. Giving Tuesday is underway. Webpage is ready, mailing is ready, emails are going out, donation box will be outside the office.
  2. Holiday Crafting event scheduled for December.
  3. STEAM Saturdays have been moved to second semester.
  4. Drama Camp dates have been finalized. A meeting with the Calumet Theatre is scheduled for December 9. A check for a percentage of June's ticket sales is expected from the theatre in December.
- g. L'Anse and Hancock location notes. Notes will be more detailed moving forward.

## 2. Treasurer's Report

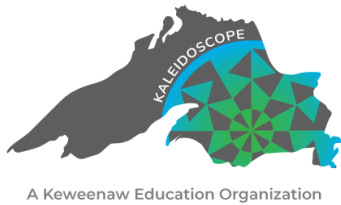
- a. No official report since budget was covered in Director's Report. Working on a standard format for reports moving forward.

## 3. Secretary's Report

- a. Legal documents are in place at Hancock location.
- b. Board drive to be reviewed/organized over winter break by Chris.

## 4. Conflict of Interest Statements

- a. Statements need updating and new members need forms on file. Forms will be sent out by Sheri Werner through DocHub in December.



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## 5. Executive Director/Acting Director

- a. Erin Barnett recommended opening a Director position to applicants in the future, likely after second semester. Chris Amidon questioned what the budget would allow for this position.

**Motion by Tim Reitz to make Erin Gregorcich the acting director.**

**Second: Erin Barnett**

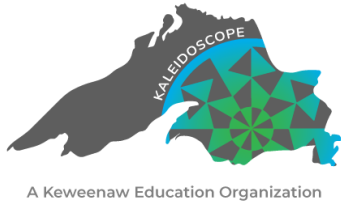
**Abstaining: Chris Amidon**

**Motion approved.**

- b. Renata Sommerville questioned whether Kaleidoscope's by-laws and future grant applications would require this position. Chris Amidon suggested those requirements would be met with Erin Gregorcich as the Acting Director.
- c. Duties for the role of Acting Director will be discussed at the next meeting in January. The position of Director is tentatively planned to be posted in April/May with Chris Amidon leading the search committee.

**6. Next meeting is scheduled for Thursday, January 16, 2024.**

**7. Meeting is adjourned at 7:58 p.m.**



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## Director's Report

- **Transition**
  - Issues (grant, email, lack of paperwork)
  - audit
- **CLK**
  - Latest invoice
  - Update to requirements
- **Budget Approval**
- **Grants**
  - [Be Happy](#) (Copper Shores Community Health Foundation)
  - [Michigan Arts and Culture Council](#)
  - New applications
- **Social Media Report**
- **Upcoming Programming**
  - [Giving Tuesday](#)
  - [Holiday Crafting](#)
  - [STEAM Saturdays](#)
- **Notes from Kaleidoscope Hancock**
  - We have new families this year. There has been good attendance overall, but especially in our after school programming. We've added Tae Kwon Do, Self Defense, and Theater to the roster and they have been well received! We have also added a Teen Night as an after school club. While this has been slow in rolling it out, we hosted a [Murder Mystery](#) for the teens at the end of October and it was a blast! We will definitely be doing that again next year. We have a [Holiday Crafting](#) event coming up in December that we are gearing up for. It was well attended last year and we got quite a few community kiddos that attended. Hoping for that or better this time!
- **Notes from Kaleidoscope L'Anse**
  - L'Anse classes are fairly full this year and we have several new families. Our clubs all have regular attendees, and our community events, such as [Fall Fest](#) and [Roald Dahl Days](#) have been well attended. The first [open ice skating](#) had several families in attendance. Our staff continue to come up with great ideas for keeping kids and families engaged, and we are looking forward to the [Holiday Crafting](#) event in December.