



# Kaleidoscope Board Meeting

Teleconference  
September 19, 2024  
6:31-7:43p.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 embrace mutual respect
- We strive to embrace many educational philosophies

## **Board meeting called to order at 6:31 pm.**

Board members present: Tim Rietz, Chris Amidon, Sheri Werner, Renata Sommerville,

Board members not present: Vicky Walters, Erin Barnett

Staff Present: Erin Gregorcich, Erin Lempkowski, Mallory White

## **Board accepts Michelle Nielson's resignation as Director, effective September 27, 2024.**

### **Action Items:**

1. Mallory White to activate her bank card
2. Chris Amidon to remove Michelle Nielsen from Range Bank account
3. Chris Amidon and Erin Gregorcich to meet with accountant to go over duties/weekly Quickbooks reconciliation
4. Erin Gregorcich and Vicky Walters to complete internal audit
5. Organizational chart to be updated with recent changes, Chris Amidon and Erin Gregorcich
6. Erin Gregorcich to communicate Michelle's resignation to necessary partners and organizations
7. Tim Reitz to acquire additional grant opportunities/dates/any other necessary info from Michelle
8. Erin Gregorcich will draft new staff contracts
9. Board will hold future discussions regarding current staffing changes related to Michelle's resignation. Board will seek staff input



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10. Board will continue mileage reimbursement discussion
11. Erin Gregorcich will send final budget draft to Board for approval
12. Tim Reitz will draft official wording from Board to email families and community members regarding joining the Board
13. Board to hold conversations with CLK regarding accountability in dispersing elective funding to families, and clarifying or establishing guidelines for communication between organizations and families about enrollment
14. Tim Reitz to create Doodle poll for Board members regarding establishing a regular Board meeting schedule
15. Conflict of interest statements from all Board members need to be updated each year

## I. Treasurer's Report:

- A. Facilitate the addition of Mallory White to the account at Range Bank.
- B. **Motion by Chris Amidon to remove Michelle Nielson from the Range Bank account effective on her termination date of September 27, 2024. Second by Renata Sommerville. Approved unanimously.**
- C. Chris Amidon will take care of removing Michelle Nielson from the account at Range Bank.
- D. Erin Gregorcich and Chris Amidon to work together to go over accountant's duties, including weekly Quickbooks reconciliation. This will tie in with the upcoming internal audit.
- E. Upcoming internal audit to be completed by Erin Gregorcich and Vicky Walters. Tentatively scheduled for the second week of October.
- F. Erin Gregorcich verified that the bank loan from Range Bank is repaid in full. No further action necessary.



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## II. Presentation of plan for moving forward from Erin Gregorcich.

### A. Review the new proposed duties document. **Admin Responsibilities**

These duties may change slightly in the future as necessary.

1. Michelle Nielson to provide a list of grants and deadlines currently and previously applied for. Vicky Walters and Erin Barnett to assist in grant writing. In the immediate future, all staff will work together on this to ensure opportunities are not missed, but possibly hire this work out in the future.
2. Mallory White will finish the process to activate her new card and finalize her addition to the Range Bank account.
3. Sheri Werner to be added to the Range Bank account if approved for this role.
4. CLK partner meetings to be attended by Erin G. and another staff member.
5. Erin G. will communicate Michelle's resignation to necessary partners and organizations.
6. This current proposal will be for the current fiscal year. Board will decide whether these actions will be a permanent solution at a future board meeting. Staff recommendations will be considered.
7. The organizational chart will need to be updated to reflect these changes. Chris will send the link to Erin G.
8. Sheri Werner's new role would be Finance and Community Coordinator. It would include her current administrative duties and new responsibilities as proposed. Pay would be \$20 per hour, 25 hours per week, 52 weeks per year. New contract will be written by Erin G.
9. **Motion by Chris Amidon to appoint Sheri Werner to the Finance and Community Coordinator position. Second by Renata Sommerville. Approved unanimously.**
10. Discuss a board contribution to the GoFundMe fundraiser for Brian Rajdl in memory of Myrica Radjl.



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- III. **August 2024 Board Minutes** - Motion by Chris Amidon to approve the August, 2024 Board Minutes. Second by Sheri Werner. Approved unanimously.
- IV. **August 2024 Director's Report (See below)**
- A. OLD/ONGOING BUSINESS
1. Classes/Clubs and Events - Fall classes began September 8, 2024.
- B. NEW BUSINESS
1. Budget needs approval. Prior budget draft has been updated:  
**2024/25 Budget DRAFT**
  2. Grants and Funding Opportunities - Tim will follow up with Michelle to acquire information on any additional grant opportunities she is aware of.
- V. **Secretary's Report**
- A. Tim and Sheri will meet to discuss Sheri's transition to Secretary.
- VI. **Open Instructor Position on Board**
- A. Mallory will ask Angie Vizina if she is interested.
  - B. There is potential interest in board membership from new families. Tim will draft wording for a future email to families and community members on our mailing list.
- VII. **Meeting Schedule**
- A. Discuss using Doodle to poll members on preferred dates/times before setting a new meeting schedule. Tim will work on this.



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## VIII. Budget Discussion + 2024/25 Budget DRAFT

- A. Final elective numbers from CLK will be released in about 2 weeks will affect the budget. Our numbers have been affected by the expanded Bookshark program. The number of enrolled private pay students has increased. Hancock may add additional after school classes next semester. Cape elective funding has also affected our numbers, and could affect our program in the future. Follow-up conversations with CLK regarding accountability in elective funding distribution to parents and communication to parents will be needed.
- B. Discuss mileage reimbursement at a future meeting.
- C. Potential changes to the final budget and the budget for second semester are possible, depending on elective funding from CLK.
- D. Arvon School is reimbursing mileage for Erin G. and Dan Choszczyk for travel to and from the L'Anse Kaleidoscope location.
- E. Budget will be re-evaluated in January 2025.
- F. Erin will send a final budget draft to the board for approval.

**IX. Next Meeting** is scheduled for October 24, 2024, at 6:30 pm., via teleconference.

**X.** Tim will communicate with Michelle Nielson regarding her final duties and any information she needs to provide Kaleidoscope before her official resignation on September 27, 2024. Michelle's access to the board drive will be terminated at noon on September 27, 2024.

**XI.** Conflict of interest statements from all board members will need to be updated each year.

**XII.** Website board updates and meeting dates will be communicated to Erin L. by Sheri.

**XIII.** Meeting closed at 7:43 pm

## September 2024 Executive Director's Report

### OLD/ONGOING BUSINESS

#### 1. Classes/Clubs and Events- Fall semester began 9/8/2024

*(Goals: 1-Y Goal 2 Obj a1- Area Partnerships, 1-Y Goal 2 Obj b2 In-Person Events, 3-Y Goal 2 Obj a1 and b2 Operate L'Anse & Hancock physical locations, 10-Y Goal 3 Obj 2 Host inclusive classes & events).*

### NEW BUSINESS

#### 1. FY 2024-2025 Budget Needs Approval - [FY 2024-2025](#) (draft)

*(Goals- 1-Y Goal 3 Obj c3- Alternative funding, Goals: 1-Y Goal 3 Obj 1a1 and b2- Grant Funding, 3-Y Goal 3 Obj 1a- Private Pay, 3-Y Goal 3 Obj 4d- Additional Funding, 10-Y Goal 3 Obj 2b- Host Classes, Experiences, and Events)*

- As requested at August Board Meeting the Mileage Expense was reduced to \$3000
- Readjusting/Reallocation of Executive Director's salary and responsibilities may alleviate budget shortfall.

#### 2. Grants and Funding Opportunities- Submitted/Approved/Denied

*(Goals: 1-Y Goal 3 Obj 1a1 and b2- Grant Funding, 3-Y Goal 3 Obj 4d- Additional Funding, 10-Y Goal 4 Obj 2b- Grants)*

- Michigan Arts & Culture Council- FY 25 Experience Support Submitted- \$13,494- According to Adam Wheater (Operations Manager, State of Michigan Arts and Culture Council, [wheatera@michigan.org](mailto:wheatera@michigan.org)) award announcements will take place at their Council meeting on 9/20/2024.
- [Keweenaw Community Foundation Fall Grant](#) is currently open.
  - Due date- Oct. 21, 2024
  - Possible funds that could be applied for; Community Impact Fund, Kellogg Youth Endowment Fund, Copper Shores Community Wellness and Outdoor Recreation Fund (descriptions on the website).