

UMSI Board Meeting

June 21, 2020 6:50pm

Board Members and Staff Present:

- Carolyn Case
- Mark Nardo
- Jess Davis
- Tiffany Fennig
- Kathy Lause
- Ines Oldenburg
- Vyju Kadambi
- Jamie Sellhorn
- Nancy Bradtmiller

Other Community Members Present:

- Stan Rook (Insurance Agent)
- Erika Eicholz (Board nominee)

Mark reads the UMSI Mission Statement.

New Member Vote

- Board Members Present: Vyju, Mark, Kathy, Ines, Jess, Jamie, Tiffany (also Carolyn) Erika Eicholz has been serving on the Validation Committee and Summer Fundamentals Committee. Vyju has nominated Erika for a Board Directorship. Kathy moves to approve the nomination, Jess seconds. All Board members present vote yes. Erika is approved as a Board Member.
 - Mark notifies Erika.
 - Vyju asks Carolyn to post a Facebook announcement welcoming her.
 - Tiffany mentions posting the upcoming meetings on FB to invite people to join. She has reached out to two people recently about joining committees.

UMSI Insurance

- Stan Rook goes over an insurance quote that would cover liability for meetings and publications. From a company called Guide One, which specializes in non-profit organizations.

- Covers Directors/Officers liability (just this coverage is over \$800)
- Covering events, validation, etc...
- Cost is \$1350 per year
- We discuss adding an auto liability rider for those traveling on behalf of UMSI (not currently covered in this quote)
- Event cancellation not covered, and this type of coverage is typically purchased “by event”
- Stan suggests adding a vendor section to website and charging more (suggests \$250) to be on that site, then give them a table at events for free included.
- Stan will send more information on this policy to Carolyn, and she will send out to the board. Board will vote at next meeting.
- Stan mentions that Validation is the highest liability activity of UMSI.
 - Ines mentions maybe some of the expense may need rolled into Validation fees.
- We discuss that the quote seems expensive, and we will seek at least one comparable quote.
 - Vyju suggests we ask other state organizations who they use, and she will help do this communication.

Treasurer’s Report

- Kathy will send the Quickbook reports.
- Deposited received checks (including a new membership).
 - May be more checks in the mail waiting for Kathy.
- Kathy asks about our hopefully upcoming grant and wonders about the amount and timing of that deposit.
 - Mark and Carolyn say that we should have a final answer from Dekko in July.

Operations Manager Report

- **Vote on OM Reporting Structure for Boards Members and Meetings**
 - Carolyn will come up with a monthly summary report that will be sent to all Board members vs. weekly reports.
 - Vyju motioned to approve monthly reports, Kathy seconded, and it was approved unanimously.
- **Vote on OM Title Change**
 - Vyju proposes that Carolyn’s title of “Operations Manager” is changed to “Executive Director”.
 - Board members discuss.
 - Jess moves to approve the change, Tiffany seconded, approved unanimously.

- Discussion to move to Consent Agenda
 - would include minutes from previous months
 - We discuss the responsibility Board Members would have to read the information thoroughly before each board meeting.
 - Kathy suggests the governance committee make sure this responsibility is clearly articulated in the Board Member Responsibility documents.
 - Mark reads excerpts from these documents, and Board decides that reading the documents is covered by current verbiage.
 - Vyju moves to move to a consent agenda, Kathy seconds, approved unanimously.

Other Committee Updates

- Governance Committee Action Plan Approval
 - Board members will read by Wednesday for an email vote regarding approval of the Governance Committee action plan.
- Committee Charter Template and Outline Approval
 - Link to Committee Charter Template: [Committee Charter Template](#)
 - Board agrees to use the charter template.
 - Link to Committee Outline: [Committee Structure Rough Draft](#)
 - No Board members voice concerns about the outline; the committee will move forward with this format.
- Fall Conference Committee
 - Committee recommends that the Fall conference be planned as a virtual event.
 - Group discusses profitability possibilities for a virtual event.
 - Mark asks about virtual Summer Fundamentals registration so far. Carolyn says we won't really know until July.
 - Kathy makes a motion to move the fall conference online, Tiffany seconds the motion. Approves unanimously.

Board Meeting Attendance Policy Review

- Tabled for next month

Next meeting: – Dates/Times

- July 19
- August 16
- September 20
- October 18
- November 15

Meeting adjourn – 8:40 PM

UNITED MONTESSORI SCHOOLS OF INDIANA

PROFIT AND LOSS

January 1 - June 21, 2020

	TOTAL
Income	
Sales	2,480.00
Total Income	\$2,480.00
GROSS PROFIT	\$2,480.00
Expenses	
Advertising/Promotional	732.00
Bank Charges & Fees	25.00
Contractors	2,882.00
Meals & Entertainment	454.45
Office Supplies & Software	135.00
Total Expenses	\$4,228.45
NET INCOME	\$ -1,748.45

UNITED MONTESSORI SCHOOLS OF INDIANA

BALANCE SHEET

As of June 21, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BUSINESS CLASSIC (9905)	13,754.80
TOTAL BUS CHK (3296)	2,720.77
Total Bank Accounts	\$16,475.57
Other Current Assets	
Uncategorized Asset	-3,202.63
Total Other Current Assets	\$ -3,202.63
Total Current Assets	\$13,272.94
TOTAL ASSETS	\$13,272.94
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	28,748.03
Owner's Pay & Personal Expenses	-44.34
Retained Earnings	-13,682.30
Net Income	-1,748.45
Total Equity	\$13,272.94
TOTAL LIABILITIES AND EQUITY	\$13,272.94