



October 11, 2018
8 a.m. Central Time
USB Beulah

Presiding officer:	<u>Erin Huntimer</u>	Type of meeting:	<u>Board meeting</u>
Note taker:	<u>Sonya Hansana</u>		
Executive board members:	<u>Erin Huntimer, Dale Johnson, Kent Neustel, Darrold Bertsch, Kayla Olson, Brad Zimmerman, Christie Obenauer Ken Miller</u>		
Staff:	<u>Dana Santini, program director</u>		
Guests:	<u></u>		
Handouts:	<u>E-mailed prior</u>		

Call to Order: at 8:05

Approval of Minutes: CHO/KN moved to approve the minutes, motion carried.

Approval of Agenda: CHO/KN moved to approve the agenda, motion carried.

Program Director Report:

Operations: The USDA food program reimbursement is getting better. We are required to offer the meals to the children, and record it for reimbursement. The recording of the meals hasn't been consistent. She is working with staff on this. Considering raising funds for facility improvements in the future; however, with no parent board yet, she doesn't want to task a staff person on this at this time.

Staffing: staffing is good, 19 total staff, 5 are part time. There is an opening for afterschool part time in the infant room, probably will hire a HS student for this position.

Enrollment: 77 enrolled. Enrollment levels should stay about the same for the rest of the year. With the BEPC/DGC reduction in staff, the child care center only lost two children and actually gained a couple afterward, so it was about a wash for turnover. No known families have had parents relocated to positions in Bismarck.

Financial Report: Dana reviewed reports. She went over the general ledger balance sheet; still working on where to place some liabilities. Sept. was a break-even month. There was slightly more payroll during the month. August we were +\$11,000 because we still had school age children. If enrollment stays as is, the rest of the year should stay the same for payroll, enrollment and expenses as it was for Sept. The center has not received donations from Coyote Station and USB for this year. Discussed how close are we to being self-sustaining. The challenges would be doing any large maintenance items. Right now, there is \$21,000 in the checking, not counting the donations that are still due. This may be enough to carry over through 2019, without any unforeseen major repairs that might come up, and managing the staff/expenses. School supplies expense seems to be higher than anticipated. KM/BZ to approve financial reports. Motion passed.

Form 990 review and action: Christie talked to Stacy at Widmer Roel and has been working with her on this. The deadline is the Nov. 15th. Christie invited her to the meeting in Nov. and have her present to the board. She has all the information that she needs to get this completed.

Property Tax Notice: Christie emailed the statement for information only.

Door Replacement Project Update: The door is finished and looks great. It is a much better entrance and the flow is great. Door and entry way need to be painted yet. Need a sign yet. Also need to remove the cross from the top of the building. Kent will work on getting a sign outside, Erin will send him the information to get this done. Still need to keep the "New Bethel" name in the sign, per our commitment when we bought the building.

Beulah Discussion: Still looking for possible sites, but on an informal basis as we wait for local employment situations to settle. Plan to check into the lower level of the Knife River Care Center. The area only has one door and one window. Mercer County Econ. Development is willing to donate funds to local businesses that need improvements, may be a possible resource to tap into.

Other Discussion: Brad spoke to Krause's about the road going to the center. Not too concerned about it.

Adjournment: 9:00

Next Meeting: Originally scheduled for Nov. 8th, but it's a conflict for Erin, Dale and Kent. Board chose to move the meeting to Nov. 1st. Will move the time to 9:00am for future meetings so Dana can attend without putting pressure on staff during one of the busiest periods of the day.