



ENERGY CAPITAL
COOPERATIVE
CHILD CARE

November 1, 2018
9 a.m. Central Time
Sakakawea Medical Center

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>Stacy Cahoon, Widmer Roel</u>		
Handouts:	<u>E-mailed prior</u>		

Call to Order: 9:06

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

Approval of Agenda: CHO/BZ moved to set agenda as presented, motion carried.

Form 990 review and action: Stacy, from Widmer Roel, reviewed the 990 report, explaining the line items of the report. Membership dues were explained as the parents paying \$5 as part of the enrollment process. She explained an adjustment to the depreciation and the payroll numbers. Interest income and expense were netted together. The center and the renovations were depreciated. \$101,748.00 is the net income for 2017. Stacy encouraged the members to review the questions on the back of the form and have it completed by the 15th. DB/CHO moved to approve the report. All present voting in favor; Ken Miller voted in favor via email (see Attachment 1). Motion passed.

Stacy will review more information with Dana in the summer to make sure things are ready to go for next year.

Darrold left the meeting.

Program Director Report:

Operations: Have been having issues with the Hazen Busing this year. They are leaving children outside without contacting us that they have been dropped off. Dana has talked to them regarding this, trying to get them to let us know they are dropping them off. She spoke to the City and got a response that it is not their responsibility to be sure they are inside after being dropped off. Christie will do some checking on this with the City. Beulah busing does ring the bell to let us know they are there.

Brad mentioned that they will look at removing the cross soon, need to see how it is attached and then figure out how to remove it.

Dana said the center hosted a tour from ND Association of Rural Electric Cooperatives, with representatives from other communities interested in starting child care centers, including Velva, Linton and Bottineau.

Staffing: 19 staff members, 4 part time, same as last month. One staff is leaving, moving out of the area. There is a prospect to fill this position.

Enrollment: 77 enrolled now. Enrollment generally starts to pick up towards the beginning of the year. Discussion followed regarding tuition and enrollment numbers. May need to look into a rate change in 2019, haven't changed the rates since opening. Discussion followed.

Financial Report: Dana applied for a grant from GRE for new flooring. She reviewed the reports, explained she is working to find a place within the reporting framework to list "Employee Child Care" monies. This month's financial reports are a good representation of how the Center is doing and also shows that we can be in the "break even" range now. Discussed the future and the need for working capital, employees and budgeting.

Talked about getting a security software for Dana's lap top, since she has all the financials on it.

Conflict of Interest Recertification: Erin reviewed this document and received everyone's signed documents, in person or via email.

Beulah Discussion: received a call from the Beulah JDA inquiring the possibility of a center and a location for one. Dana has not toured KRCC yet. Christie will get in touch with someone from there and let them know we are interested in looking at their basement and Dana will be stopping by sometime to view it.

Adjournment: BZ/CHO 10:02, motion passed.

Next meeting: Dec. 13th @ 9:00 in Beulah.

ATTACHMENT 1



Thu 11/1/2018 9:31 AM

Ken.Miller <Ken.Miller@k12.nd.us>

[External] Re: Nov. 1 board meeting and Oct. minutes

To Sonya Hansana; energycapital (energycapital@westriv.com); Brad Zimmerman; Christie Obenauer; Dale Johnson; Darrold Bertsch; Kayla Olson CCCHC; Kent Neustel; Erin Huntimer

Cc Alex Dschaak (Ottetail); Bill Suter; Erin Sorenson (erin@krcc-nd.org); Kayla Lindemann; Laura Dronen; Laurie Miller SMC; Mark Pierce; Sydney Winkler (Coyote Creek)

External Email - Use caution clicking links or opening attachments

I, Ken Miller, approve the 990 that was presented at the November 1st board meeting.

Ken Miller

email from Ken's Galaxy S8

From: Erin Huntimer <Ehuntimer@becp.com>

Sent: Wednesday, October 31, 2018 12:26:55 PM

To: Sonya Hansana; energycapital (energycapital@westriv.com); Brad Zimmerman; Christie Obenauer; Dale Johnson; Darrold Bertsch; Kayla Olson CCCHC; Ken.Miller; Kent Neustel

Cc: Alex Dschaak (Ottetail); Bill Suter; Erin Sorenson (erin@krcc-nd.org); Kayla Lindemann; Laura Dronen; Laurie Miller SMC; Mark Pierce; Sydney Winkler (Coyote Creek)

Subject: Nov. 1 board meeting and Oct. minutes

Our November meeting is tomorrow, Nov. 1, at 9 am at Sakakawea Medical Center. Attached is the agenda, minutes, and the conflict of interest policy. We've committed to recertify our conflict of interest statement annually, so it's that time of year.

Stacy Cahoon of Widmer Roel is our guest and will walk through our first 990.

If you have any additions, please let me know.

Erin Huntimer, CCC | Project Coordinations Representative

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