**CASTLE**

**Board of Directors Meeting**

**December 16, 2020**

**MINUTES**

**Present:** Heide Perham, Crystal Jahns, Nicole Sargent, Kristen McClain, Eric Page, Jennifer Raulukaitis, Kim Hagan, Caroline McConnell, Jessica Smith

**Absent:** Kristin Hustus, Lindsay Therian, Bethany Ackley, Scott Ackley

1. Call the Meeting to Order
	1. Meeting called to order at 6:03 PM
2. Approval of November 2020 minutes
	1. Caroline McConnell needs to be added to the minutes as present at the November meeting
		1. Motion to accept- Caroline; Second- Eric
3. Additions and/or Deletions to the Agenda
	1. NONE
4. Reports to be reviewed ahead of meeting – only questions will be addressed
	1. Treasurer- No questions
	2. Executive Director- No questions
	3. Program Director- No questions
	4. Preschool Director – On maternity leave.
5. On Going Business
	1. Grants
		1. Working with Women’s Development Council- waiting for a response to inquiries about funding
		2. State money for small businesses- Nicole waiting to get updates on the availability of funding. Anticipating additional opportunities in 2021.
	2. COVID Update
		1. Positive case, but no impact on the center. Currently in a good status.
6. New Business
	1. Current Status/Hybrid/Full in Person School Model
		1. Continuing in the current model. Superintendent is committed to this model- likely no change in this unless the Governor directs a change.
		2. Three new enrollments from last board meeting- this is a positive development.
	2. Budget was completed for full in person and hybrid. In hybrid, CASTLE is breaking even; however, for full in person we are in the negative. This is due to fewer charges due to the children not being at CASTLE for full day care. December is also a difficult month due to holiday breaks, fewer days in attendance, etc. Staffing is continually adjusted in response to the enrollment. Deliveries of supplies to the center have also been temporarily suspended due to having enough stock and not requiring as much.
	3. Is there anything we are able to do to prepare for the forecasted increase of COVID cases? Mid-January is likely going to be the worst of the pandemic, due to holidays and travel. A positive note is that the transmission in schools has been extremely low, which is a good sign. There is a good chance that the schools will continue to remain open if the transmission rates continue to trend low.
	4. Are people being asked to quarantine in the event they travel? Yes, this is a policy.
	5. Are there some people that have been COVID positive that may have immunity at this point? Yes, there are some staff members that have been positive and could potentially have immunity. However, we are not able to assume that there is immunity following an infection, as there are people that may have no long term immunity even after positive diagnosis.
	6. Review of Budget
		1. Review of current budget sheet
			1. This is not a cash flow sheet, so it is not representative of actual cash on hand or cash outlay (i.e. depreciation line, credits, prepay amounts, etc.)
			2. Some information is with the accountants, which may factor into the 2019-2020 fiscal year close out more positively.
			3. Budget is showing that we are running on target, even with COVID considerations, once we back out items that are not representative of cash flow.
			4. Looking at the comparison between 2020 and 2019, the budget and spending is almost identical, which is indicative of the center being right on target.
			5. There is PPP money that was not accounted for in the budget yet, as we are waiting for the auditors to direct us where to account for it. Once the additional cash input into the sheet, it will show that the center is in a positive cash position.
				1. Additionally there was S&S money received this week that will be incorporated into the budget
				2. Additional donation of supplies by the PTO for the students was also received today, 12/16/2020.
7. Motion to Adjourn
	1. Motion- Jen; Second- Eric