

**MCDC Board of Directors**  
**Meeting Agenda – Open**  
**Friday 28 June 2024 In-Person and Via MS Teams**

**BOD Present:** Matt McSavaney, Mikalya Kockler, Jordan Whetstone, Doug Trent, Chelsea Keeton, Kayla Daniel, Delphine Duquette

**MCDC Management:** Rhonda Chambliss

**Other:** 6 members

*Meeting Called to Order:* 12:01 pm

**President's Report**

- Announce General Membership Meeting to be held on Friday 7/12 at 12 in 4203, Room 1201
  - Meeting will have a virtual option
    - Chelsea reserved the room already
    - Action: Matt drafting email about this meeting and call for BoD nominations
    - Proposal timeline: put call out today, ask for nominations by Monday 8 July, post flyers in the front hallway/lobby, have vote open on Friday 12 July and close voting on Monday July 15
- Announce call for nominations for the Board of Directors Special Election with a vote to be held on Friday 7/12
  - Vice President (remainder of term ends on 31 May 2025)
  - Registrar (remainder of term ends on 31 May 2026)
  - Member at Large (remainder of term ends on 31 May 2025)
- Charter for Parent Communication Committee
  - MOTION: Kayla motions to approve Parent Communications Committee Charter, Delphine seconds – 7 vote yes, motion carries
    - Deliverables – set of recommendations to be replied to by the BoD (for processes, other committee proposals,
    - Sunset date of August 31, 2024
    - If approved, want to send the Charter out to membership today (28 June)

**Vice President's Report**

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## Secretary's Report

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## Treasurer's Report

- Financial Review
  - \$472,429 cash on hand, will likely level off/dip in July, certain bills will start to hit (Phoenix, health insurance, etc.) but will remain above where we started the year
  - Addition of past tax liability
  - \$15,284 excess income as a result of above budgeted enrollment during Spring/Early Summer.
  - Staffing is improving – selections have been made, additional staff to be hired (such as the Toddler area float and additional subs)
  - Staff bonuses – earmark and additional funds we have at the end of the year for staff bonuses – looking like we should be able to provide bonuses to the staff this year while still remaining within our 2024
  - \$30-40,000 savings by switching milk procurement and formula brand
  - Tax Liabilities – several past tax liabilities from 2022 tax year that we are still managing
    - Actively communicating with the IRS
      - FY2022 late filing penalty due to hold-ups with the audit
        - Have requested an abatement with this fee – trouble contacting the IRS agent
      - 940 – that we don't actually have to file as a 501c, but filed it, was found during review, so attempting to reconcile this
        - Should not have to pay this, should be sorted out due to MCDC being a 501c
      - Unreconciled account with the IRS – MCDC paid into quarterly 941 account, it was not reconciled in 2015, quarter 4
        - Either a. that account is more than the amount due the IRS and we get a small amount back, b. we owe a small amount to the IRS for that quarter 4 late filing, or c. MCDC would owe the IRS a substantial TBD amount for 10 years of past due taxes on that quarter's filing

## Registrar's Report

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### **Members' at Large Report**

- Membership Survey from PCC
  - Go through as if answering the survey
  - BoD to provide feedback directly to Jena by COD today (June 28)

### **MCDC Administrative Report**

- Staffing
  - Held 3 second-round interviews this week – moving forward with all three of those hires, one of which is a Toddler float and 2 were subs
  - Preschool B primary teacher – presenting this as a possible position if they are interested – trying to fill this position as soon as possible
  - Actively interviewing to have as many sub positions as we can
- Thank you to everyone for yesterday's parade – the kids loved it and the popsicles!

*Meeting Adjourned:* 1:06 pm