

RSI Meeting Minutes August 12, 2019

Attendees

- Marisa Wang (Chair)
- Rebecca Colvin (Secretary)
- Josh Vandagriff (Vice Chair)
- Shawna Popavici (Member)
- Laurie Orell (phone) (Member)
- Francheska Bass (Clubs Manager)

Absent

- Gretchen Weiss (Treasurer)
- Chelsie Kockanowski (Member)

Accounting

Marisa stated she ended the contract with the bookkeeper as the cost was excessive for the amount of work being done. Francheska is trained in and is using QuickBooks accounting software and has taken over the bookkeeper's duties. She manages the day-to-day accounting of payments, payroll, expenses, etc. H&R Block does our annual taxes.

Gretchen resigned her position as Treasurer. Board accepted her resignation.

Marisa asked for nominations for the vacancy. The Treasurer's role is to review and approve quarterly reports from Francheska. Marisa, as the Chair, is the supervisor of Francheska and serves as a back-up to help the Treasurer.

Marisa nominated Josh as Treasurer. Rebecca seconded. Approved. Josh serves a double role as Vice-Chair and Treasurer as is allowed by RSI Bylaws.

Board Presence

We will begin posting our quarterly meetings on the school calendar as they are public meetings. A tentative, annual schedule is: early January, April (annual meeting per Bylaws), late August, and early November. A meeting in late May for school year-end or others can be scheduled as needed.

2018-19 Financial summary

There were significant startup costs for Rilke Clubs - \$23,931. Insurance was an unexpected cost of \$7,500 among several others. This was a learning year for the program. There were \$1,300 in club fees unpaid for various reasons. We now have procedures in place to prevent this from happening again.

Clubs are now operating in a self-sustaining manner while continuing to be affordable for Rilke families. We currently have 201 students registered for 2019-20 school year. Open enrollment is active including kindergarteners.

Financial overview statement - there is a \$10,000 loss of funds from June 2018 to June 2019.

Families with past-due balances from the previous year are unable to register for this school year until the balance is paid. Francheska has reached out to them multiple times to receive payment with no success.

Clubs Operations

2019 – 20 Handbook

Motion for provisional approval of the updated parent handbook with board members having 72 hours to submit suggested changes. Approved.

Job Descriptions

Motion for approval of the position descriptions for Front Desk Staff, Front Desk Lead, and Club Supervisor. Approved.

The duties of the Clubs Manager have significantly grown as the program developed. This position has been reclassified as an Executive Director as they work on more than simply Rilke Clubs. Motion to approve position description and a pay rate of \$30/hour to be reviewed annually in August. Approved. Francheska is now RSI's Executive Director.

2019 – 20 Budget Review

Board reviewed budget and revenue projections. It has been built from only two semesters of data from our initial year of operations. The new ASD teacher addendum increases are included in the projections. Board noted the program has a mix of teachers and contractors which is what makes this a viable program. Motion to approve the draft budget. Approved.

RSI and Rilke Clubs Logos

Rilke Clubs has their own logo chosen by Francheska. It will be used on a banner for the front desk table, ID badges of staff, parent dashboard, and clubs' documents.

RSI's current logo is not official and we have no original copy. We need to have our own logo to differentiate ourselves from the other Rilke boards. Motion to accept RSI logo #1. Approved.

RSI Priorities for 2019 – 20 School Year

We are now a member of the Foraker Group who can provide a facilitated, strategic planning session for us. Laurie will work to get one scheduled for our board. The focus will be to update our vision, mission, and create 3 – 4 year goals. An endowment fund will likely be one of these goals.

Vacant board positions need filled. Rilke Open House is August 29th 6 pm. We need to know who will be there, what are we doing, etc. as this is an opportunity for new board members.

Meeting adjourned 8:05 pm.

Approved RSI and Rilke Clubs Logos

