



# Kaleidoscope Board Meeting

Location: Teleconference  
Thursday, July 14, 2022, 6:30-8:30 p.m.

## **Kaleidoscope Mission**

Kaleidoscope provides holistic support and engaging learning experiences to families through classes and community events.

## **Kaleidoscope Values**

- We are inclusive
- We are non-discriminatory
- We operate in a collegial spirit
- We embrace mutual respect
- We strive to embrace many educational philosophies

## **Board Meeting Called to order at 6:34 p.m.**

Board Members Present: Chris Amidon, Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva

Staff Present: Michelle Nielson

Staff Not Present: Shannon Hilaire

## **ACTION ITEMS FOR AUGUST MEETING**

1. Shannon to reach out to Kiki de Melo e Silva and Tim Reitz to review Google Drive, update Google email addresses, update board sheet
2. Michelle to reach out to Finlandia to discuss how they'd like to be involved with the Drama Camp in the future/discuss financial support
3. Michelle will continue to search for an Accountant to take on payroll and taxes. She will broaden scope beyond the local area.
4. Michelle will join the Chamber of Commerce
5. Michelle to move the DonorBox button to the top and bottom of the website.
6. Return to discussion on the Impact Report and its expense.
7. Michelle will update the budget with changes. Board will vote at the August 2022 meeting.
8. Board to look at September and October weekends to schedule a 4-6 hour Board Retreat for planning. September or October will also host an open board meeting. Dates TBD.

## **AGENDA**

1. Approve June Board Minutes  
Motion to approve by: Chris Amidon  
Seconded by: Emma Dorst  
5 ayes: Chris Amidon, Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva  
0 nays:



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2. Last-Meeting Action Item Review
  - a. Michelle to look up media contacts for Marquette. Events, ads, job postings should also be posted there. (COMPLETE: Mining Journal & Marquette Monthly, no radio stations found at this time. Michelle will look into the local radio media.)
  - b. Michelle to send budget updates to the board after staff discussions. Budget needs to be approved by the fiscal year starting Aug. 1, 2022. Next board meeting will include a deep dive of Budget Draft 2.
  - c. Michelle will add Board to the Google Drive, in order to access Budget, etc. (COMPLETE)
  - d. Chris to update Michelle Nielson's contract to account for the increase from 20 hours a week, to 25 hours a week (IN PROGRESS)
  - e. Michelle and staff will be researching accountants
  - f. Shannon to collaborate with Emma and Tim to set up email accounts and receive bios and headshots for board sheets (COMPLETE: Tim is in progress of sending items to Shannon. Shannon will reach out again to assist.)
3. Directors Report (Michelle): See Below
4. Committees
  - a. LTP (on hiatus)
5. Long-term Planning: September or October Retreat (Likely in L'Anse)
  - a. Set a Date
6. Upcoming Board To-Dos: Chris reminders
  - a. Conflict of Interest Statements
  - b. Partnering with the NPS for Education Programming and Fundraising
7. New Board Member Consideration
  - a. Erin Barnett
8. Next Meeting (In-Person at Kaleidoscope Hancock & Zoom)
  - a. Thursday, Aug. 11, 2022, 6:30 p.m.
9. Open nominations for Board Secretary  
Tim Reitz will consider the Board Secretary Position



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## Director's Report

### OLD BUSINESS:

1. Drama Camp Wrap-Up
  - Financial Summary: Income raised is approximately \$400 after all expenses.
  - CCD: Next Steps (securing dates for next summer, June. A 2-year contract may be possible. 25% of the total cost will need to be added, to cover the portion Finlandia paid for this current year.)
2. Accountant: Have not been able to find a new accountant in the local area. Michelle will continue to carry out payroll and will broaden search for taxes, per previous Board votes.

### NEW BUSINESS:

#### 1. Current Events

*(Goals: 1-Y Goal 2 Obj a1- Area Partnerships, 1-Y Goal 2 Obj b2 In-Person Events, 3-Y Goal 2 Obj a1 and b2 Operate L'Anse & Hancock physical locations, 10-Y Goal 3 Obj 2 Host inclusive classes & events).*

- Isle Royale Trip: Took place last week. Hoping to run the class in the 2023-2024 school year.
- Summer Martial Arts & Arts and Crafts classes began July 13 (L'Anse). Classes are full.
- Art Days- Aug. 2-4 (Hancock): Three full days of art classes, students can participate in individual classes or register for the full day.
- Grownups Arts Retreat: Aug. 9 (L'Anse): An afternoon of art and relaxation with fabric scrunch dyeing, paint pouring, and coffee painting.
- Battle of the Books: Aug. 23 (L'Anse Township Park)  
Registration has closed and books have been delivered. Erin L. is still seeking sponsorship. Same registration numbers as the 2021 event.
- Fall Classes/Virtual Electives Begin: Sept. 13 (L'Anse and Hancock). An event will be that week to welcome students, greet teachers, etc.



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## 2. Contracts: Need Approved

- Erin Gregorcich (date change)
- Erin Lempkowski (address and hours increase)

Motion to approve Erin Lempkowski contract by: Chris Amidon

Seconded by: Art Pontynen

5 ayes: Chris Amidon, Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva

0 nays:

Motion to approve Erin Gregorcich contract by: Art Pontynen

Seconded by: Emma Dorst

4 ayes: Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva

1 abstain: Chris Amidon

## 3. CLK- MOU has been received (July 11) then returned with one edit suggestion (July 12).

The following changes have been made:

- Section 15 Payment

Last Year's MOU	New MOU
\$912.48 per elective (up to 250)	\$978.75 per elective (up to 250)
\$729.99 per elective (251- 325)	\$783.00 per elective (251- 325)
\$669.16 per elective (326+)	\$717.75 per elective (326+)

- Section 15 Invoice Dates: 4th Invoice date changed, last year it was expected on April 15, the new MOU states April 1.
- Edit Suggestion: Adding language to require CLK to notify us if the payment is going to be delayed.

## 4. Keweenaw Chamber of Commerce:

*(Goals- 1-Y Goal 2 Obj a1- Area Partnerships, 3-Y Goal 2 Obj c & d- Community Presence, & Partnerships)*

Should we join for \$400 per year? Benefits include:

- Direct email promotion, business referrals, and networking opportunities
- 5% discount on Workman's Comp Insurance
- Display business brochures in Welcome Center and listed in online directory
- Other benefits listed on their website.

Motion to join the Chamber by Chris Amidon

Seconded by: Tim Reitz

5 ayes: Chris Amidon, Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva



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## 5. DonorBox:

We have created a donation campaign through DonorBox where people can send monetary donations to Kaleidoscope. The donation button will be on our website and we have a QR code that can be emailed and posted in our locations. Michelle demoed the DonorBox. Chris would like it moved to the top of the website, as well as the bottom.

*(Goals- 1-Y Goal 3 Obj c- Financial Resources, 3-Y Goal 3 Obj a1- Increase Private Pay Revenue, 10-Y Goal 4d Obj 4- Structured Donation Opportunities)*

## 6. Elective Funding Policy:

Currently the deadline for reimbursements is July 14, can this be changed to June 14. This will help with finalizing the budget for the current fiscal year and planning for the next fiscal year's budget (highlighted area). Need Board approval.

Motion to approve the update the Elective Funding Policy by Chris Amidon

Seconded by: Emma Dorst

5 ayes: Chris Amidon, Emma Dorst, Art Pontynen, Tim Reitz, Kiko de Melo e Silva

0 nays:

## 7. Kaleidoscope Member:

For the 2022-23 school year, a "Kaleidoscope Member" will be defined as anyone meeting the following criteria:

- Students enrolled in electives or classes with us for 2022-23 for at least 1 full semester (applies to CLK, scholarship, and self-pay students)
- 2022-23 Staff members and families
- 2022-23 Board members and their families
- We need to be specific on what we mean by "families" in this portion

## 8. Impact Report (Annual Report from 2019-current):

This is a good opportunity to reflect on where the organization started and how much has been accomplished. Will be used as a marketing tool to improve visibility, generate support, provide a description of who we are and what we do.

*(Goals- 1-Y Goal 2 Obj c3- Marketing)*

- Utilize as a marketing tool. Looking into an 8-page report. Focus on mission and DEI, who we serve, where and how we operate, financials, highlight board members, staff, and instructors.
- PDF version on the website and we will have printed copies.
- Estimated costs have been calculated into the 2022-2023 budget; \$800-\$1,200 ballpark cost of creation and design. Printing would be additional.
- Discussions will be had with staff to possibly create and/or to narrow down what the specific cost would be and bring back to the board.



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### 9. Budget:

2nd Draft is not finalized because the last day families can submit requests for reimbursements is July 14, 2022, so not all expenses have been paid.

- Currently at a 5% buffer, lower than the standard from last year.
- Utilities: It was not averaged for an increase. Is there a possibility of increasing this?
- Board will vote on the budget at the August 2022 meeting.

**Board meeting closed at 7:57 p.m.**