



# Kaleidoscope Board Meeting

Location: Teleconference  
Thursday, Aug. 11, 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 6:32 p.m.**

Board Members Present: Chris Amidon, Emma Dorst, Tim Reitz

Board Members Not Present: Art Pontynen, Kiko de Melo e Silva

Potential Board Present: Erin Barnett

Staff Present: Erin Gregorcich, Shannon Hilaire, Christy Wilson (instructor)

Staff Not Present: Michelle Nielson

## **ACTION ITEMS FOR SEPTEMBER MEETING**

1. Shannon to reach out to Chris Amidon to continue Google Drive clean-up/consolidation
2. Shannon to continue reaching out to Kiko de Melo e Silva to review Google Drive
3. Art will want a PDF copy of the working budget in the Google Drive folder
4. Shannon to begin sending completed Minutes to Tim for review. Tim will either send to the Board for review, or send for next Board Meeting  
Process: Shannon types up the Minutes >> Shannon sends Minutes to Tim, the secretary, for review >> Tim and Shannon coordinate any changes >> Once reviewed, Tim will send Minutes to the Board for Review at least one week prior to an upcoming Board meeting >> At next Board Meeting, Board approves, or makes adjustments if needed, then approves.>> Once approved, Shannon will create a final PDF >> Shannon will send the Google Drive link of the Minutes PDF to Erin Lempkowski. >> Erin L will post on Kscope's website.
5. Shannon to reach out for Christy Wilson to add to the Board Meeting sheet
6. Chris will send a calendar invite for the Retreat
7. Chris and Shannon to send Conflict of Interest statements to new boards members and have signed by the next board meeting
8. Shannon to PDF and un-link Minutes from the last year's worth of Board Minutes. These will be sent to Erin L. to be added to the website.



## AGENDA

1. Approve July Board\_Minutes  
Motion to approve: Chris Amidon  
Seconded by: Tim Reitz  
3 ayes: Chris Amidon, Emma Dorst, Tim Reitz  
0 nays:
  
2. Last-Meeting Action Item Review
  - a. Shannon to reach out to Kiki de Melo e Silva and Tim Reitz to review Google Drive, update Google email addresses, update board sheet (PARTIALLY COMPLETE)
  - b. 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 (Michelle has not reached out to Finlandia yet because we are still waiting on CCD to create the new contract and secure the date. A tentative date is being planned for 6/19/23-
  - c. Michelle will continue to search for an Accountant to take on payroll and taxes. She will broaden scope beyond the local area. (STILL IN PROGRESS: suggestion to reach out to H&R Block for tax filing)
  - d. Michelle will join the Chamber of Commerce (Joined, membership was \$200 instead of \$400 as previously stated. Cost is based on number of employees and if they are full or part time.
    - i. Michelle is coordinating a call with the chamber representative to discuss membership benefits (planned for week of 8/22).
  - e. Michelle to move the DonorBox button to the top and bottom of the website. (Will be moved up on the website and added to multiple pages, the website is currently being updated and this is added to the list.
    - i. We had our first donation sent through DonorBox last week (\$10) from a grandparent of a student who joined Boredom Busters L'Anse for the last few sessions.
  - f. Return to discussion on the Impact Report and its expense. (Update included in Director's Report)
  - g. Michelle will update the budget with changes. Board will vote at the August 2022 meeting. (Discussed in Director's Report)
  - h. 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.



# Kaleidoscope Board Meeting

Location: Teleconference  
Thursday, Aug. 11, 6:30-8:30 p.m.

3. Directors Report (Michelle): See Below
  - a. MOU
  - b. FY23 Budget
  
4. Committees
  - a. LTP (on hiatus): Discussion about parents beginning to meet again this year.
  
5. Secretary Position: Tim Reitz  
Motion to approve: Chris Amidon  
Seconded by: Emma Dorst  
2 ayes: Chris Amidon, Emma Dorst  
1 abstained: Tim Reitz  
0 nays:
  
6. Staff Representation on Board Motion for Consideration  
Motion to approve: Chris Amidon  
Seconded by: Emma Dorst  
3 ayes: Chris Amidon, Emma Dorst, Tim Reitz  
0 nays:
  
7. Financial Flowchart  
Explanation of income and outcome for the organization.
  
8. Board Minutes on Website: Example  
Once the Minutes are approved, Shannon will create the PDF (without links) and then send it to Erin L. for publishing to the website. Erin G. and Erin L. will discuss the website pathway.  
  
Motion to approve: Chris Amidon  
Seconded by: Tim Reitz  
4 ayes: Chris Amidon, Emma Dorst, Tim Reitz, Christy Wilson  
0 nays:
  
9. Long-term Planning: October Retreat (Likely in L'Anse): Set a Date  
Tentative Date: Oct. 22, 9 a.m. - 1 p.m. in L'Anse, in person



# Kaleidoscope Board Meeting

Location: Teleconference  
Thursday, Aug. 11, 6:30-8:30 p.m.

10. Upcoming Board To-Dos
  - a. Conflict of Interest Statements
  - b. Partnering with the NPS for Education Programming and Fundraising
  
11. New Board Member Consideration | Christy Wilson  
Motion to approve: Chris Amidon  
Seconded by: Tim Reitz  
3 ayes: Chris Amidon, Emma Dorst, Tim Reitz  
0 nays:
  
12. Next Meeting (In-Person at Kaleidoscope Hancock & Zoom)
  - a. Thursday, Sept. 8, 2022, 6:30 p.m.
  
13. Addendum 1: Permitting Executive Director to extend continuing contracts (instructor AND administrative) without Board approval.  
  
Motion to approve: Chris Amidon  
Seconded by: Emma Dorst  
4 ayes: Chris Amidon, Emma Dorst, Tim Reitz, Christy Wilson  
0 nays:
  
14. Addendum 2: Discussion of having in-person Board Meeting in L'Anse

**Board Meeting closed at 7:42 p.m.**



# Kaleidoscope Board Meeting

Location: Teleconference  
Thursday, Aug. 11, 6:30-8:30 p.m.

Director's Report

## OLD BUSINESS

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

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

- a. Michelle reviewed the resources available in Canva and it looks like we should be able to do this in-house to avoid the high cost of using a graphic designer. This will be a Fall 2022 project for Michelle.

## NEW BUSINESS

### 1. Policy Updates

#### a. 2021/2022 Mileage Reimbursement Policy

The policy states: Kaleidoscope may reimburse employees, contractors, Board members, and volunteers driving vehicles for mileage incurred for commuting, carrying out specific task(s), or attending event(s) more than 10 miles in distance from Kaleidoscope L'Anse (830 N Main) or other approved locations, to be reimbursed at a rate of 58 cents per mile. Mileage requests must be submitted on the Kaleidoscope Timesheet within 60 days of incurring the mileage.

#### ■ Requested Updates:

1. Removed specific rate and replace with "*reimbursed at the current standard mileage reimbursement rate determined by the IRS*"
2. Add Hancock location address

#### ■ Motion to approve: Emma Dorst

Seconded: Chris Amidon

3 ayes: Chris Amidon, Emma Dorst, Tim Reitz

0 nays:

- b. Self-Pay Policy: The policy states tuition rates as;



Tuition per class

Self Pay	Full Year	1 Semester
Virtual Elective	\$310	\$170.50
Basecamp or Explorer Class	\$150	\$82.50
Virtual Elective + Basecamp or Explorer Class	\$410	\$225.50

- Requested Update; Remove the \$0.50 from the cost so it looks cleaner on promotion and marketing materials.
- Motion to approve: Chris Amidon  
Seconded: Tim Reitz  
3 ayes: Chris Amidon, Emma Dorst, Tim Reitz  
0 nays:

2. CLK: MOU was received Aug. 9, 2022

The requested language regarding the district notifying Kaleidoscope if payment cannot be made within 30 days of invoice was approved and added.

Motion to approve, pending no additional changes: Chris Amidon

Seconded: Emma Dorst

3 ayes: Chris Amidon, Emma Dorst, Tim Reitz

0 nays:

3. L'Anse Lease

*(Goals- 3-Y Goal 2 Obj a1- L'Anse location)*

Pennie Halpin mailed (8/5) an updated lease (8/15/2022-8/14/2024) to Michelle to sign and return. The property continues to be in probate but we were offered a 2-year lease instead of our previous 1-year commitment.

4. Digital Media Report

We have increased Facebook and Instagram followers and posts.

a. Recommendations from Erin L.

*(Goals- 1-Y Goal 2 Obj c3- Marketing, 3-Y Goal 1 Obj b2- Professional web presence)*

- Website: We will continue using emails and Facebook to drive people to website and continue to highlight family pages so families know where to find information
- Blog: We have subscription options so families can receive updates in their email and continue weekly blog posts



- Newsletter: Create branded newsletter through a 3rd party service such as Mail Chimp or Constant Contact.
- Social Media: Continue using Facebook and Instagram (but with different focuses), continue sharing photos and videos to promote events, classes, and brand. Purchase Facebook ads (\$5-10) for important events.

## 6. After School Programming

*(Goals- 1-Y Goal 3 Obj c3- alternative funding, 3-Y Goal 2 Obj 1a,2b Educational and Community Centers, 3-Y Goal 3 Obj 1a- Private Pay, 10-Y Goal 3 Obj 2b- Host Classes, Experiences, and Events)*

We are offering a variety of after school programs (both locations) this year starting in September.

These include Teen Night, Beginner Cello Class, Self Defense, Fiber Arts Class, Lego Club, Art Club, and Board Game Mechanics.

- a. Weekday, time, age group, and cost can be found on our website.
- b. Digital punch cards can be purchased for attendance.

## 7. 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).*

- a. Boredom Busters: Last session on Aug. 9
- b. Grownups Art Retreat (L'Anse): Aug.9
- c. Summer Martial Arts and Arts/Crafts Classes (L'Anse): Ongoing 7/13- 8/31
- d. Battle of the Books (L'Anse Township Park): Aug. 23, noon-5 p.m. (43 students registered)
- e. First Week of Classes and After School Programming Begins: Sept. 12-16
  - Current Registration Numbers:  
CLK Electives: 305  
Scholarship Electives: 20  
Self-Pay Electives- 4

## 8. L'Anse Administrative Assistant

Position has been posted and will hopefully be filled quickly. Position is up to 10 hours a week at \$15 per hour.



## 9. Budget

- a. The 5 percent buffer was removed from the overview page and added as “Unexpected Outcome Funding” on pages where the buffer would be needed.
- b. Group Experience Fund: This has been entered on the Special Events tab and for \$1,500 for the year.

Motion to approve fiscal year budget: Chris Amidon

Seconded: Tim Reitz

c.

3 ayes: Chris Amidon, Emma Dorst, Tim Reitz

0 nays:

## 10. Grant Opportunities

Currently exploring new grant sources.

*(Goals: 1-Y Goal 3 Obj 1a1 and b2- Grant Funding, 3-Y Goal 3 Obj 4d- Additional Funding, 10-Y Goal 4 Obj 2b- Grants)*

### a. Applied:

- Marquette Rotary: Applied on July 13 for funds to cover scholarships for students from the Marquette School District. Expected to hear back by 8/10, have not received notice. The guidelines stated the organization had to be from the Marquette area and support local residents, so we may not be eligible to receive funding.
- Alden and Vada Dow Family Foundation: Submitted letter of intent for funds to cover after school programs and community events. Guidelines stated funding was for non-profit organizations located in Michigan only, with focus on the Midland/Bay/Saginaw area and areas north. Letter of intent was rejected due to being outside of location guidelines.
- Whole Kids Foundation: Applied for funds for a garden grant. Application was not selected as part of their first round of funding and is on hold. We did qualify for a free 24-plant farmstand and seedling bundle through their partnership with LettuceGrow (\$600 value). This will be shipped to L'Anse.
- American Funding Foundation | Golden Pear Grants: Operational funding/unrestricted funds. The application did not allow a specific amount to be requested. Application submitted 8/3 and opportunity closed Aug. 10, 2022.





**KALEIDOSCOPE**  
A Keweenaw Education Organization

## **Kaleidoscope Board Meeting**

Location: Teleconference  
Thursday, Aug. 11, 6:30-8:30 p.m.

b. Planning to Submit:

- Walmart Local Community Grant (\$250-\$5,000)
- FOA Cares- Up to \$5,000, Deadline is Aug. 31, 2022.