

## **Sound Learning Board of Directors Meeting**

**March 19, 2018**

### **Agenda**

1. Call to Order, Approval of Agenda, and Announcements
2. Approval of Consent Agenda, any discussion
  - a. Minutes of February 19, 2018
  - b. Executive Director Report
  - c. Committee Reports
3. Introduction New Staff Person, Steve Mooney
4. Treasurer's Report
5. Confidentiality agreement
6. Planning for Spell-E-Bration, Friday, May 11
7. Recruitment of new members
8. Executive Committee 4pm, April 2?
9. Reschedule June Board Meeting to June 25?
10. Other business?
11. Adjourn

Sound Learning Meeting Minutes  
Monday, 02-26-2018

**Members Present:** Cheryl Williams, Stacey Wickett, Allan Borden

**Members Absent:** Sandra Herndon, Bill Batstone, Pam Farr, Kirk Smith

**Guest:** Jeff Slakey (until voted as board member – see below)

**Staff Present:** Sue Ickes, Executive Director

**Call to Order:** 5:00pm at City of Shelton Public Safety Building, February 26, 2018 by Vice Board Chair, Cheryl Williams.

**Approval of Agenda:** Meeting Agenda approved by consent.

**Committee Reports:** Motion made by Allan and seconded by Stacey to accept the minutes of January 22, 2018, the Executive Director Report and Committee Reports. Motion carried.

**Executive Director Report:**

Sue provided an overview of the Executive Report. (See attached “Board Meeting Packet Jan 22 combined”).

**New Member:** Motion was made by Stacey Wickett to approve Jeff Slakey as a member of the Sound Learning Board, Allan Borden seconded the motion and after a very brief discussion a unanimous vote of the board carried (votes from absent board members done via proxy email vote).

**“Welcome Jeff”**

**Treasurer’s Report:**

Bill Batstone was not present to provide the Treasurers Report:

- Sue provided update (as of February 23, 2018) of the Profit/Loss statement. (See “Board Packet January 22, 2018 combined”).
- The Board briefly discussed the Open Doors income and how it is working. Stated that the “Open Doors” program is holding its own per the mid-year budget
- The budget is still on track with the year approximately 50% completed.

**Good of the order:**

- The Executive Committee meeting scheduled for March has been cancelled.
- Note – Plans are moving forward for the 2018 Spell-a-Bration set for May 11, 2018.
- Late note – Next Board meeting will be March 19, 2018 at City of Shelton Public Safety Building.

**Adjourn by consent:** at 5.28pm

Minutes submitted by Stacey Wickett - Board of Directors Secretary.

## Executive Director Report

March 19, 2018

Ahhhh..... Spring is almost here. Now if it would only stop raining for 5 straight days.

1. I have hired a part time ESL instructor, Steve Mooney, whom you will meet at the Board meeting. He has an extensive background in teaching and I feel he will bring some needed structure to the ESL program. Beginning with the Spring Quarter, Steve will be teaching levels 4, 5 and 6. Consuelo will be teaching levels 0 and 1 (including Open Doors) and Jenny will be teaching levels 2 and 3.
2. March billing for Open Doors was \$8,703.32. There has been a change to what is considered a significant gain. Originally, we had determined that a three point gain would suffice, but in reality, it is a five point gain (this is based on CASAS determinations). This month we had **four** students who did not make that five points. But the good news was that we had enrolled **three new** students, thus only cutting our loss to the equivalent of **ONE** student. We are retesting these four students and in March and if they make the five point gain (instead of the 4 that they made) we can add them back to April's billing.
3. March has been a busy month for us. We have given presentations to the Shelton Rotary and the Skookum Rotary. I feel as though the presentations went well. WE have more presentations and outreach events scheduled.
4. Stacey W. and I spoke with Peter Jones at the Skookum meeting and he may be interested in joining the Board. If he is able, he is going to stop by on Monday, March 19<sup>th</sup> to observe the Board.
5. We are beginning to receive items for the Spell-e-bration silent auction, some team registrations and donations. I have a volunteer, Amber Wood, who will be volunteering her time on Fridays and will devoting it to Spell-e-bration tasks. (Contacting potential sponsors, teams and taking posters around to local businesses).
6. Spring Quarter will begin the 1<sup>st</sup>, week of April. We will be concluding ELPA21 testing for Open Doors students the week of March 19 – 22. The ELPA21 testing is the English Language Proficiency Assessment that is required for all ESL students in the State. It is given annually to all students and upon entry for new students. We have been delayed giving the test due to technical problems. We have finally been able to move forward. A big thank you to the School district, Jean and Brian Fairbrother for helping us get this fixed.

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## Finance Committee Report

The finance committee met March , 2018

The committee reviewed the Profit and Loss, Expenses to date and the Balance Sheet for February 28, 2018. All agreed that the budget is maintaining a positive outlook and we are still moving toward a break-even point by the end of the fiscal year if we can continue this trend.

We discussed the challenge that July and August present with very limited income but that in September we begin to make it up, so nothing worrisome, just need to plan for it.

The committee will meet again on April 11<sup>th</sup>..

Committee adjourned.

Respectfully submitted,

Sue Ickes  
Finance Committee

Fund Development and Outreach Committee

Meeting Minutes

March 12, 2018

**Present:** Sue Ickes, Shannon Klasell, Jenny Blumenstein, Maria Consuelo Guijosa, Celeste McDonald, Pam Farr, Lynn Busacca, Jeff Slakey, Kirk Smith

**Absent:** Allan Borden

1. Community Presentations:

Discussed the presentation given to Shelton Rotary on Thursday, March 8<sup>th</sup>.

Upcoming scheduled presentations:

- March 14<sup>th</sup>, 7:00 a.m. @ Skookum Rotary (Sue & Shannon)
- May 8<sup>th</sup>, NOON @ Kiwanis (Sue & Jenny)
- June 21<sup>st</sup> @ 12:30 Moving Mason Forward (Jenny, Consuelo & Shannon)

2. The Committee discussed the names for the newsletter and agreed the best name is: **Sound News**. Lynn Busacca suggested the name and will be receiving a “Golden Seating Ticket” for Spell-e-Bration.

3. Donor Levels:

We reviewed the donor levels and made a few changes to the levels and decided on some benefits. We will launch the new levels and amounts and will periodically review to determine how the levels are working.

The donor levels will be:

Friend of Sound Learning	\$1 ---- \$499
Lifelong Learner	\$500 --- \$1,499
Scholar	\$1,500 ---- \$2,999
Champion	\$3,000 and up

It was decided that we would use the “Benefactor” classification to identify donors that have donated consistently for 3 or more years regardless of the actual dollar amount of their donation. (i.e. Friend of Sound Learning Benefactor, Scholar Benefactor, etc.)

We discussed many “benefits” that we would link to the various levels. See Below:



BENEFIT	LEVELS
Donor Meet & Greet they would be invited to meet other donors, volunteers, staff and a few of our students. (We did this for the volunteers last Fall and it went over very well).	<b>All levels</b> would be invited.
Small group “coffee” with students. An opportunity to have 1:1 conversations with a small group of students.	Scholar and Champion
Wall of Fame display at Sound Learning Office (and at events)	Scholar and Champion
Invitation to visit classroom and interact with students	All levels
Special Acknowledgements:	
Annual Report List	All levels
Website acknowledgement	Lifelong Learner & above
Newsletter “Featured donor” Name, Business name and acknowledgement	Scholar
Ad space on website and in Newsletter with business logo, address, business and a “please support this business” blurb	Champion
Name a Spelling Bee Round after them i.e. Pam Farr Round would be Round ONE	Champion
Highlight Benefactor members at Spell-E-Bration (in Program, by MC & on Display)	All level members that are classified as “Benefactor”
Dinner with the Board	<b>Champion Benefactor</b>

*The idea that came out of this collaboration was also a great one. We will be Auctioning off “Lunch with Jeff Slakey” in the Spell-e-Bration Silent Auction.*

Meeting adjourned at 2:00 p.m.

Next meeting will be at 1:00 p.m. at the Shelton School District Administration building on April 9<sup>th</sup>.

Respectfully submitted,

Sue Ickes

Sound Learning  
**Profit & Loss**  
 February 2018

	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
4000 - Direct Contributions Unrestr	
4010 - Individual/Small Business Unres	288.11
Total 4000 - Direct Contributions Unrestr	<u>288.11</u>
4100 - Direct Contributions Restricted	
4130 - Foundation Grants Restricted	1,625.00
Total 4100 - Direct Contributions Restricted	<u>1,625.00</u>
5180 - Student Enrollment Fees	20.00
6000 - State/Federal Funding SBCTC	
6010 - BEDA(Basic Education of Adults)	37.81
6030 - BLB Leadership Training	210.65
6080 - ABE CBO	6,785.37
6085 - Open Doors-Newcomer Program	9,215.28
Total 6000 - State/Federal Funding SBCTC	<u>16,249.11</u>
Total Income	<u>18,182.22</u>
Gross Profit	18,182.22
Expense	
7200 - Payroll Expenses	
7220 - Salaries and Wages - Other	14,005.17
7250 - Payroll Taxes	
7251 - FICA & Medicare Expense	1,071.38
7252 - Employment Security Dept	18.22
7253 - Labor & Industry Tax	120.31
Total 7250 - Payroll Taxes	<u>1,209.91</u>
7200 - Payroll Expenses - Other	<u>11.42</u>
Total 7200 - Payroll Expenses	15,226.50
8100 - Non-Personnel Expenses	
8110 - Supplies	171.00
8115 - Educational Materials	-58.00
8130 - Telephone/Internet	160.31
8140 - Postage	50.00
8150 - Advertising	385.25
8180 - Dues, Subscriptions, Misc. Fees	10.00
8181 - Credit Card Processing Fees	8.79
8182 - IT Fees, Licenses	218.00
Total 8100 - Non-Personnel Expenses	<u>945.35</u>
8200 - Facility & Equipment Expense	
8210 - Rent	
8211 - GMW - 133 Railroad	1,200.00
Total 8210 - Rent	<u>1,200.00</u>
8220 - Utilities	
8221 - Electricity	668.09
8223 - Water, Sewer, & Garbage	266.86
Total 8220 - Utilities	<u>934.95</u>
8260 - Copy Machine Rental	<u>260.84</u>
Total 8200 - Facility & Equipment Expense	2,395.79

8:30 AM

03/08/18

Accrual Basis

Sound Learning  
Profit & Loss  
February 2018

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	<u>Feb 18</u>
8300 - Travel & Meetings	
8310 - Mileage	244.37
8320 - Travel Expenses non-mileage	<u>242.64</u>
Total 8300 - Travel & Meetings	487.01
8500 - Other Expenses	
8520 - Insurance	<u>885.00</u>
Total 8500 - Other Expenses	885.00
8600 - Special Event Expenses	<u>40.83</u>
Total Expense	<u>19,980.48</u>
Net Ordinary Income	<u>-1,798.26</u>
Net Income	<u><u>-1,798.26</u></u>

8:31 AM  
03/08/18  
Accrual Basis

Sound Learning  
Balance Sheet  
As of February 28, 2018

	Feb 28, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 · Our Community Credit Union	49,263.63
1030 · Our Community CUSavings Acco...	35,212.49
Total Checking/Savings	84,476.12
Total Current Assets	84,476.12
Fixed Assets	
1500 · Fixed Assets	
1510 · Leasehold Improvements	24,110.70
1520 · Furniture and Fixtures	14,269.93
1530 · Computer Equipment	9,233.94
1540 · Office Equipment	34,655.76
1550 · Reference & Education Material	37,240.66
1610 · Accumulated Depreciation	-113,498.66
Total 1500 · Fixed Assets	6,012.33
Total Fixed Assets	6,012.33
Other Assets	
1900 · Deposit-Rent	549.98
Total Other Assets	549.98
<b>TOTAL ASSETS</b>	<b>91,038.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110 · Accrued Payroll	
2120 · Accrued Sick & Vacation	7,828.00
2130 · Accrued 941 FICA & Fed WH	3,037.47
2140 · Accrued Employment Security	35.94
2150 · Accrued Labor & Industries	252.51
Total 2110 · Accrued Payroll	11,153.92
Total Other Current Liabilities	11,153.92
Total Current Liabilities	11,153.92
Total Liabilities	11,153.92
Equity	
3010 · Net Assets-Unrestricted	84,884.96
Net Income	-4,800.45
Total Equity	79,884.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>91,038.43</b>

## Sound Learning

### Actual vs Budget Income & Expenses July 1, 2017 thru February 28, 2018

Income					
<b>DONATIONS combined</b>	Actual Last Month	Year to Date	Budget	Percentage	Difference
Individual/Sm Business	\$ 288.11	\$ 6,691.34	\$ 14,000.00	48%	(\$7,308.66)
Corporate Grants	\$ -	\$ 2,728.78	\$ 8,750.00	31%	(\$6,021.22)
Foundation Grants	\$ -	\$ 29,100.00	\$ 45,000.00	65%	(\$15,900.00)
United Way	\$ 1,625.00	\$ 4,875.00	\$ 6,500.00	75%	(\$1,625.00)
United Way Designations	\$ -	\$ -	\$ -		\$0.00
Student Enrollment Fees	\$ 20.00	\$ 1,262.00	\$ 900.00	140%	\$122.00
Interest Income	\$ -	\$ 104.75	\$ 320.00	33%	(\$215.25)
Special Event Revenue	\$ -	\$ 3,043.00	\$ 30,000.00	10%	(\$26,957.00)
State/Federal BEDA	\$ 37.81	\$ 34,083.78	\$ 38,695.00	88%	(\$4,611.22)
BLB Leadership	\$ 210.65	\$ 1,212.85	\$ 3,591.00	34%	(\$2,378.15)
ABE-CBO	\$ 6,785.37	\$ 18,189.71	\$ 45,000.00	40%	(\$26,810.29)
Open Doors	\$ 9,215.28	\$ 55,291.68	\$ 48,840.00	113%	\$6,451.68
<b>TOTAL INCOME</b>	<b>\$ 18,182.22</b>	<b>\$ 156,582.89</b>	<b>\$ 241,596.00</b>	<b>65%</b>	<b>(\$85,013.11)</b>
Expenses	Actual Expenses	YTD Actual Expenses	Budget 2017-18	Percentage of total budget	Available for rest of year
<b>Employee Costs</b>					
Wages	\$14,005.17	\$ 111,435.27	\$178,920.00	62%	67,484.73
Benefits	\$1,209.91	\$ 9,711.83	\$16,314.49	60%	6,602.66
Payroll expenses	\$11.42	\$ 91.36	\$137.40	66%	46.04
AmeriCorps Match	\$0.00	\$ 7,600.00	\$7,600.00	100%	0.00
<b>Wages, Benefits, Expenses AmeriCorps Match</b>	<b>\$15,226.50</b>	<b>\$128,838.46</b>	<b>\$202,971.89</b>	<b>63%</b>	<b>74,133.43</b>
<b>Non-Personnel Expenses</b>					
Office lease	\$1,200.00	\$ 9,568.00	\$14,400.00	66%	4,832.00
Telephone/Internet	\$160.31	\$ 1,295.42	\$1,800.00	72%	504.58
Utilities (Elec/Gas/Water)	\$934.95	\$ 3,145.30	\$4,250.00	74%	1,104.70
Equipment Rental (copier)	\$260.84	\$ 1,827.45	\$2,500.00	73%	672.55
Equipment/Facility Other	\$0.00	\$ 575.18	\$1,000.00	58%	424.82
Educational Materials	(\$58.00)	\$ 502.93	\$2,000.00	25%	1,497.07
Office supplies	\$171.00	\$ 1,960.62	\$2,000.00	98%	39.38
Postage	\$50.00	\$ 197.00	\$800.00	25%	603.00
Advertising	\$385.25	\$ 1,361.45	\$2,000.00	68%	638.55
Dues, Subscriptions, Fees	\$10.00	\$ 789.30	\$1,800.00	44%	1,010.70
IT Fees, Licenses	\$218.00	\$ 285.97	\$0.00	0%	(285.97)
Credit Card Processing Fees	\$8.79	\$ 45.76	\$25.00	183%	(20.76)
Scholarship/Assistance	\$0.00	\$ 130.80	\$200.00	65%	69.20
Printing	\$0.00	\$ 1,210.81	\$1,000.00	121%	(210.81)
<b>Operating Expenses</b>	<b>\$3,341.14</b>	<b>\$ 22,895.99</b>	<b>\$33,775.00</b>	<b>68%</b>	<b>10,879.01</b>

<b>Professional/Other Expenses</b>					
Accounting Fee	\$0.00	\$ 202.91	<b>\$1,500.00</b>	14%	<b>1,297.09</b>
Legal Fees	\$0.00	\$ -	<b>\$0.00</b>	0%	<b>0.00</b>
Insurance	\$885.00	\$ 1,715.00	<b>\$1,800.00</b>	95%	<b>85.00</b>
Volunteer	\$0.00	\$ 214.62	<b>\$150.00</b>	143%	<b>(64.62)</b>
Staff Development	\$ -	\$ 505.17	<b>\$400.00</b>	126%	<b>(105.17)</b>
Other Professional Services	\$0.00	\$ 4,500.00	<b>\$3,850.00</b>	117%	<b>(650.00)</b>
<b>Professional/Other Expenses</b>	<b>\$885.00</b>	<b>\$ 7,137.70</b>	<b>\$7,700.00</b>		<b>(562.30)</b>
<b>Training/Travel</b>					<b>0.00</b>
Training/Travel	\$487.01	\$ 1,539.34	<b>\$2,500.00</b>	62%	<b>960.66</b>
Special Event Expenses	\$40.83	\$ 971.85	<b>\$2,400.00</b>		<b>1,428.15</b>
Depreciation	\$ -	\$ -	<b>\$1,000.00</b>	N/A	<b>1,000.00</b>
<b>TOTALS</b>	<b>Actual</b>		<b>2017-18 YEAR</b>		<b>Difference</b>
Total	\$19,980.48	\$161,383.34	\$246,496.89	8%	85,113.55
Net Profit/Loss	\$ (1,798.26)	\$ (4,800.45)	\$ (4,900.89)		

## **CONFIDENTIALITY**

It is the policy of Sound Learning to ensure the confidentiality and privacy of all employees, volunteers and program participants. For the employee, this pertains to all personnel records and personal information. For the volunteer, this pertains to all personal information. For the program participants, this pertains to names, addresses, social security numbers, phone numbers, history, records, and documentation.

No confidential information will be released without written authorization from the employee, student or volunteer. A Release of Information Authorization form must be completed and include specifically which information can be released and to whom.

For Board of Directors members this means that discussions regarding any and all issues that are not subject to public information disclosure will remain confidential. As an example any unsettled legal actions or personnel related actions are confidential.

My signature below certifies that I have read and agree to adhere to Sound Learning's confidentiality policy.

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PRINTED NAME

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DATE

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SIGNATURE