

# Sound Learning Board of Directors Meeting

January 22, 2018

## Agenda

Welcome to our guest...Jeff Slakey

1. Call to Order, Approval of Agenda, and Announcements
2. Approval of Consent Agenda, any discussion
  - Minutes of December 18, 2017
  - Executive Director Report
  - Committee Reports
3. Approval of new board member Allan Borden
4. Treasurer's Report and mid-year assessment
5. Executive Committee 4pm, Feb. 5?
6. Other business?
7. Adjourn

## Sound Learning Meeting Minutes

Monday, 12-18-2017

### The Board Christmas Party

**Members Present:** Sandra Herndon, Stacey Wickett, Cheryl Williams, Bill Batstone, Kirk Smith

**Members Absent:** Pam Farr – (excused)

**Guest:** Allan Borden

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

**Call to Order:** 4:05pm at Peninsula Credit Union, December 18, 2017 by Board Chair, Sandra Herndon.

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

**Welcome Guest:** Introduction of Allan Borden who is possibly interested in joining the Sound Learning Board. (See attached bio)

#### **Executive Director Report:**

Sue provided and overview of the Executive Report. (See attached “Board Packet December 18 2017 combined”).

- Talked about the results of the “Crowd Funding” program from which Sound Learning received about \$1,520. Noted that the income didn’t really justify for the effort it took to do this program.
- **Stated that \$12,000 will be moved from checking account to savings in January.**

#### **Treasurer’s Report:**

Bill Batstone provided the Treasurers Report including the following:

- Sue provided update (as of 12/18/2017) of the Profit/Loss statement to the treasurer which showed the receipt of the additional funding. . (See attached “Board Packet December 18 2017 combined”).
- Bill gave a brief on the activities of the Finance Committee.
- Directed a discussion on 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 on track with the year approximately 42% over and overall costs at 42% of the budget.

#### **Good of the order:**

- This meeting was a mix of social event and business. (Lots of tasty goodies were provided by the board members☺)
- For the benefit of our guest there were several in-depth discussions on how various Sound Learnings programs work and how the office staff operate (who does what etc.).
- The Executive Committee meeting scheduled for January has been cancelled.
- Note – the date for the 2018 Spell-a-bration has been set for May 11, 2018.

**Adjourn by consent:** at 5.550pm

Minutes submitted by Stacey Wickett - Board of Directors Secretary.

## Executive Director Report

January 22, 2017

We have had a busy start to the New Year. Our ABE class has 9 students, Open Doors is holding strong at 18 – 19 students and ESL Mason is at 30. Thurston ABE/ESL has 32 students.

1. The year has started with some new ideas about collaboration. Kirk and I met with Shelly Willis of Family Education & Support Services from Olympia. They have a satellite office in Shelton also. We started out discussing using some of their office space in Olympia for Consuelo to do testing, orientation and tutor training. They are more than willing to share their space with us on a space available plan. During the conversation we Shelly shared some ideas with me about collaborating and about possible funding connections. We are going to work on expanding these ideas in the upcoming months.
2. I am meeting with the Shelton School District ESL/Program folks on Wednesday 1/17 to discuss the next steps we need to take to move Open Doors over to a direct link with the school district. There are factors that need to be addressed, such as the K12 Teacher oversight, how the billing will work, when we will submit the plan to OSPI for approval. and financial terms. Consuelo has been asked to join in the ESL quarterly meetings at the district so that she may share how we do our ESL classes, tips and curriculum.
3. The **TOTAL** amount of donations received from the 2017 Fall Appeal, Holiday Bash and Community Foundation Crowdfunding is: **\$4,110.**
4. I transferred \$12,000 from the checking account over to the savings account for our “contingency fund” balance to be at \$35,000. (\$5,000 is secured for our credit card).
5. January billing for Open Doors was \$9,727.24. We should receive that payment by Jan. 26<sup>th</sup>.
6. Nick, the accountant, came on Tuesday, 1/16 to finish up the quarterly taxes, 990 tax filing, the W-2’s and the 1099’s.
7. I am getting ready to send out the first notice about the Spell-e-bration. We will be giving presentations to the Rotaries and Kiwanis’ clubs during the next two months. We need to start working on getting volunteers, silent auction items and team sponsorships.
8. I noticed that in the Peninsula Credit Union Priorities newsletter that, not only did they brag up receiving the Sage Award, but they included a nice plug for Sound Learning. Thank you Peninsula!

## Finance Committee Report

The finance committee met January 11<sup>th</sup> (Bill and Sue) and January 12th (Stacey and Sue)

The committee reviewed the mid-year budget documents for July through December 2017 and projected income for the rest of the fiscal year. Income from the Open Doors program is exceeding budgeted amounts and the outlook for this fiscal year is that we should break even. A big turnaround from last fiscal year's outcome.

Sue presented the probable budget for 2018-19 based on the profit and loss statements for 2015 -16 through 2017-18.

The committee will present the information to the Board at the January 22<sup>nd</sup> meeting.

Committee adjourned.

Next scheduled meeting is February 14<sup>th</sup>.

Respectfully submitted,

Sue Ickes

Finance Committee

## Fund Development and Outreach Committee

January 8, 2018

### Minutes

**Members Present:**

Sue Ickes, Pam Farr, Jenny Blumenstein, Consuelo Guijosa, Lynn Busacca, Kirk Smith, Celeste McDonald

**Members Excused:** Shannon Klasell, Cheryl Williams

Sue Ickes called the meeting to order at 1:05

The committee members discussed updates on recent activities and plans regarding the cinema slides and presentations to community organizations. Sue asked those in attendance who are members of these organizations to help schedule Sound Learning presentations. We want to make presentations in early March so that we can talk about Spell-E-Bration. Lynn suggested doing a fun activity to engage the audience, (spelling, word search puzzle, trivia).

The committee reviewed the effectiveness of the recent press release that Pam had sent out. We have had student and volunteer contacts based on the article. Well done Pam!

We discussed the progress on the bi-monthly newsletter. We will include articles about Spell-E-Bration, program activities and have a Volunteer Spotlight.

The committee discussed creating the three levels of donors (this is bringing forward prior committee work) and the award system. There were many suggestions for level names so it was agreed that each committee member is to bring three level titles to the next meeting and we will select the ones we want to use.

Kirk and Sue are meeting with Family Education Support Services on Wednesday to discuss possible classroom space in Thurston County.

Kirk spoke about ifiberone's Community Calendar that Peninsula Credit Union will be sponsoring. 3 times on air each day and on the website. We will be utilizing it as much as possible.

Meeting adjourned at 2:10 p.m.

Next Meeting: Monday, February 12, 2018 at 1:00 p.m. at SSD upper conference room.

Respectfully submitted,

Sue Ickes,  
Meeting Facilitator

Sound Learning  
**Profit & Loss**  
 December 2017

	Dec 17
Ordinary Income/Expense	
Income	
4000 · Direct Contributions Unrestr	
4010 · Individual/Small Business Unres	2,665.00
4020 · Corporate/Business Unrestr	510.57
4030 · Foundation Grants Unrestr	10,000.00
	13,175.57
Total 4000 · Direct Contributions Unrestr	
4100 · Direct Contributions Restricted	
4130 · Foundation Grants Restricted	2,500.00
	2,500.00
Total 4100 · Direct Contributions Restricted	
5180 · Student Enrollment Fees	220.00
5800 · Special Event Revenue	
5830 · Fall Appeal Revenue	820.00
5800 · Special Event Revenue - Other	1,873.00
	2,693.00
Total 5800 · Special Event Revenue	
6000 · State/Federal Funding SBCTC	
6010 · BEDA(Basic Education of Adults)	6,235.21
6030 · BLB Leadership Training	358.28
6080 · ABE CBO	7,359.28
6085 · Open Doors-Newcomer Program	8,703.32
	22,656.07
Total 6000 · State/Federal Funding SBCTC	
Total Income	41,244.64
Gross Profit	41,244.64
Expense	
7200 · Payroll Expenses	
7220 · Salaries and Wages - Other	13,369.66
7250 · Payroll Taxes	
7251 · FICA & Medicare Expense	1,022.76
7252 · Employment Security Dept	17.38
7253 · Labor & Industry Tax	86.13
	1,126.27
Total 7250 · Payroll Taxes	
7200 · Payroll Expenses - Other	11.42
	14,507.35
Total 7200 · Payroll Expenses	
8100 · Non-Personnel Expenses	
8110 · Supplies	260.93
8115 · Educational Materials	106.02
8130 · Telephone/Internet	157.38
8140 · Postage	49.00
8150 · Advertising	238.28
8170 · Printing	743.44
8180 · Dues, Subscriptions, Misc. Fees	-8.24
8181 · Credit Card Processing Fees	7.77
8182 · IT Fees, Licenses	25.98
	1,580.56
Total 8100 · Non-Personnel Expenses	
8200 · Facility & Equipment Expense	
8201 · Equipment Expense	188.95
8210 · Rent	
8211 · GMW - 133 Railroad	1,200.00
	1,200.00
Total 8210 · Rent	

11:40 AM  
01/10/18  
Accrual Basis

Sound Learning  
Profit & Loss  
December 2017

---

	<u>Dec 17</u>
8220 - Utilities	
8221 - Electricity	276.14
8222 - Gas	10.60
8223 - Water, Sewer, & Garbage	<u>123.96</u>
Total 8220 - Utilities	410.70
8260 - Copy Machine Rental	<u>223.01</u>
Total 8200 - Facility & Equipment Expense	2,022.66
8300 - Travel & Meetings	
8310 - Mileage	<u>82.08</u>
Total 8300 - Travel & Meetings	82.08
8500 - Other Expenses	
8540 - Staff Development	<u>387.52</u>
Total 8500 - Other Expenses	387.52
8600 - Special Event Expenses	<u>43.03</u>
Total Expense	<u>18,623.20</u>
Net Ordinary Income	<u>22,621.44</u>
Net Income	<u><u>22,621.44</u></u>

Sound Learning  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 - Our Community Credit Union	55,441.89
1030 - Our Community CUSavings Account	23,195.14
Total Checking/Savings	<u>78,636.83</u>
Total Current Assets	78,636.83
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	<u>-113,498.66</u>
Total 1500 - Fixed Assets	6,012.33
Total Fixed Assets	6,012.33
Other Assets	
1900 - Deposit-Rent	<u>1,216.65</u>
Total Other Assets	1,216.65
<b>TOTAL ASSETS</b>	<b><u>85,865.81</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
200 - Accounts Payable	<u>-39.45</u>
Total Accounts Payable	-39.45
Other Current Liabilities	
2110 - Accrued Payroll	
2120 - Accrued Sick & Vacation	7,828.00
2130 - Accrued 941 FICA & Fed WH	-16.29
2140 - Accrued Employment Security	52.58
2150 - Accrued Labor & Industries	<u>342.25</u>
Total 2110 - Accrued Payroll	8,206.54
Total Other Current Liabilities	8,206.54
Total Current Liabilities	<u>8,167.09</u>
Total Liabilities	8,167.09
Equity	
3010 - Net Assets-Unrestricted	118,036.86
3900 - Net Assets	-33,351.90
Net Income	<u>-6,988.24</u>
Total Equity	77,696.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>85,865.81</u></b>



## Sound Learning

### Actual vs Budget Income & Expenses July 1, 2017 thru December 31, 2017

Income					
<b>DONATIONS combined</b>	Actual Last Month	Year to Date	Budget	Percentage	Difference
Individual/Sm Business	\$ 2,665.00	\$ 4,286.11	\$ 14,000.00	31%	(\$9,713.89)
Corporate Grants	\$ 510.57	\$ 2,728.78	\$ 8,750.00	31%	(\$6,021.22)
Foundation Grants	\$ 12,500.00	\$ 24,100.00	\$ 45,000.00	54%	(\$20,900.00)
United Way	\$ -	\$ 3,250.00	\$ 6,500.00	50%	(\$3,250.00)
United Way Designations	\$ -	\$ -	\$ -		\$0.00
Student Enrollment Fees	\$ 220.00	\$ 1,242.00	\$ 900.00	138%	\$122.00
Interest Income	\$ -	\$ 60.00	\$ 320.00	19%	(\$260.00)
Special Event Revenue	\$ 2,693.00	\$ 3,043.00	\$ 30,000.00	10%	(\$26,957.00)
State/Federal BEDA	\$ 6,235.21	\$ 32,172.53	\$ 38,695.00	83%	(\$6,522.47)
BLB Leadership	\$ 358.28	\$ 1,002.20	\$ 3,591.00	28%	(\$2,588.80)
ABE-CBO	\$ 7,359.26	\$ 7,359.26	\$ 45,000.00	16%	(\$37,640.74)
Open Doors	\$ 8,703.32	\$ 36,349.16	\$ 48,840.00	74%	(\$12,490.84)
<b>TOTAL INCOME</b>	<b>\$ 41,244.64</b>	<b>\$ 115,593.04</b>	<b>\$ 241,596.00</b>	<b>48%</b>	<b>(\$126,002.96)</b>
Expenses	Actual Expenses	YTD Actual Expenses	Budget 2017-18	Percent of total budget	Available for rest of year
<b>Employee Costs</b>					
Wages	\$13,369.66	\$ 83,087.44	\$178,920.00	46%	95,832.56
Benefits	\$1,126.27	\$ 7,175.84	\$16,314.49	44%	9,138.65
Payroll expenses	\$11.42	\$ 68.52	\$137.40	50%	68.88
AmeriCorps Match	\$0.00	\$ 7,600.00	\$7,600.00	100%	0.00
<b>Wages, Benefits, Expenses AmeriCorps Match</b>	<b>\$14,507.35</b>	<b>\$97,931.80</b>	<b>\$202,971.89</b>	<b>48%</b>	<b>105,040.09</b>
<b>Non-Personnel Expenses</b>					
Office lease	\$1,200.00	\$ 7,168.00	\$14,400.00	50%	7,232.00
Telephone/Internet	\$157.38	\$ 944.24	\$1,800.00	52%	855.76
Utilities (Elec/Gas/Water)	\$410.70	\$ 2,049.52	\$4,250.00	48%	2,200.48
Equipment Rental (copier)	\$223.01	\$ 1,358.57	\$2,500.00	54%	1,141.43
Equipment/Facility Other	\$188.95	\$ 188.95	\$1,000.00	19%	811.05
Educational Materials	\$106.02	\$ 560.93	\$2,000.00	28%	1,439.07
Office supplies	\$260.93	\$ 1,641.46	\$2,000.00	82%	358.54
Postage	\$49.00	\$ 98.00	\$800.00	12%	702.00
Advertising	\$238.28	\$ 954.44	\$2,000.00	48%	1,045.56
Dues, Subscriptions, Fees	(\$8.24)	\$ 707.54	\$1,800.00	39%	1,092.46
IT Fees, Licenses	\$25.98	\$ 67.97	\$0.00	0%	(67.97)
Credit Card Processing Fees	\$7.77	\$ 21.76	\$25.00	87%	3.24
Scholarship/Assistance	\$0.00	\$ 130.80	\$200.00	65%	69.20
Printing	\$743.44	\$ 1,210.81	\$1,000.00	121%	(210.81)
<b>Operating Expenses</b>	<b>\$3,603.22</b>	<b>\$ 17,102.99</b>	<b>\$33,775.00</b>	<b>51%</b>	<b>16,672.01</b>

Expenses	Actual Expenses	YTD Actual Expenses	Budget 2017-18	Percent of total budget	Available for rest of year
<b>Professional/Other Expenses</b>					
Accounting Fee	\$0.00	\$ 202.91	\$1,500.00	14%	1,297.09
Legal Fees	\$0.00	\$ -	\$0.00	0%	0.00
Insurance	\$0.00	\$ 830.00	\$1,800.00	46%	970.00
Volunteer	\$0.00	\$ 214.62	\$150.00	143%	(64.62)
Staff Development	\$ 387.52	\$ 505.17	\$400.00	126%	(105.17)
Other Professional Services	\$0.00	\$ 4,500.00	\$3,850.00	117%	(650.00)
<b>Professional/Other Expenses</b>	<b>\$387.52</b>	<b>\$ 6,252.70</b>	<b>\$7,700.00</b>		<b>(1,447.30)</b>
<b>Training/Travel</b>					
Training/Travel	\$82.08	\$ 885.41	\$2,500.00	35%	1,614.59
Special Event Expenses	\$43.03	\$ 406.38	\$2,400.00		1,993.62
Depreciation	\$ -	\$ -	\$1,000.00	N/A	1,000.00
<b>TOTALS</b>	<b>Actual</b>		<b>2017-18 YEAR</b>		<b>Difference</b>
Total	\$18,623.20	\$122,579.28	\$246,496.89	8%	123,917.61
	December 2017	Year to Date	Budgeted		
Net Profit/Loss	\$ 22,621.44	\$ (6,986.24)	\$ (4,900.89)		

Sound Learning  
Profit & Loss  
July through December 2017

	<u>Jul - Dec 17</u>
Ordinary Income/Expense	
Income	
4000 - Direct Contributions Unrestr	
4010 - Individual/Small Business Unres	3,786.11
4020 - Corporate/Business Unrestr	2,728.78
4030 - Foundation Grants Unrestr	18,000.00
Total 4000 - Direct Contributions Unrestr	<u>24,514.89</u>
4100 - Direct Contributions Restricted	
4140 - United Way Restricted	3,250.00
4110 - Individual/Small Business Restr	500.00
4130 - Foundation Grants Restricted	6,100.00
Total 4100 - Direct Contributions Restricted	<u>9,850.00</u>
5180 - Student Enrollment Fees	1,242.00
5300 - Interest Income	60.00
5800 - Special Event Revenue	
5830 - Fall Appeal Revenue	1,170.00
5800 - Special Event Revenue - Other	1,873.00
Total 5800 - Special Event Revenue	<u>3,043.00</u>
6000 - State/Federal Funding SBCTC	
6010 - BEDA(Basic Education of Adults)	32,172.53
6030 - BLB Leadership Training	1,002.20
6080 - ABE CBO	7,359.26
6085 - Open Doors-Newcomer Program	38,349.16
Total 6000 - State/Federal Funding SBCTC	<u>76,883.15</u>
Total Income	<u>115,593.04</u>
Gross Profit	115,593.04
Expense	
7200 - Payroll Expenses	
7220 - Salaries and Wages - Other	83,087.44
7250 - Payroll Taxes	
7251 - FICA & Medicare Expense	6,356.20
7252 - Employment Security Dept	108.02
7253 - Labor & Industry Tax	711.62
Total 7250 - Payroll Taxes	<u>7,175.84</u>
7260 - Americorps Match	7,600.00
7200 - Payroll Expenses - Other	68.52
Total 7200 - Payroll Expenses	<u>97,931.80</u>
7500 - Professional Services	
7510 - Accounting Fees	202.91
7530 - Other Professional Services	4,500.00
Total 7500 - Professional Services	<u>4,702.91</u>

Sound Learning  
Profit & Loss  
July through December 2017

	Jul - Dec 17
8100 · Non-Personnel Expenses	
8110 · Supplies	1,641.46
8115 · Educational Materials	560.93
8130 · Telephone/Internet	944.24
8140 · Postage	98.00
8150 · Advertising	954.44
8170 · Printing	1,210.81
8180 · Dues, Subscriptions, Misc. Fees	707.54
8181 · Credit Card Processing Fees	21.76
8182 · I T Fees, Licenses	67.97
8190 · Scholarships/Assistance	130.80
Total 8100 · Non-Personnel Expenses	6,337.95
8200 · Facility & Equipment Expense	
8201 · Equipment Expense	188.95
8210 · Rent	
8211 · GMW - 133 Railroad	7,168.00
Total 8210 · Rent	7,168.00
8220 · Utilities	
8221 · Electricity	1,080.43
8222 · Gas	63.60
8223 · Water, Sewer, & Garbage	905.49
Total 8220 · Utilities	2,049.52
8260 · Copy Machine Rental	1,358.57
Total 8200 · Facility & Equipment Expense	10,765.04
8300 · Travel & Meetings	
8310 · Mileage	635.81
8320 · Travel Expenses non-mileage	249.60
Total 8300 · Travel & Meetings	885.41
8500 · Other Expenses	
8520 · Insurance	830.00
8540 · Staff Development	505.17
8550 · Volunteer Training	49.24
8552 · Volunteer Recognition	165.38
Total 8500 · Other Expenses	1,549.79
8600 · Special Event Expenses	406.38
Total Expense	122,579.28
Net Ordinary Income	-6,986.24
Net Income	-6,986.24

Sound Learning  
Balance Sheet  
As of January 17, 2018

	Jan 17, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 - Our Community Credit Union	48,025.43
1030 - Our Community CUSavings Account	35,212.49
Total Checking/Savings	83,237.92
Accounts Receivable	
1000 - Accounts Receivable	15,133.80
Total Accounts Receivable	15,133.80
Total Current Assets	98,371.72
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>104,934.03</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	-16.29
2140 - Accrued Employment Security	-0.92
2150 - Accrued Labor & Industries	-1.31
Total 2110 - Accrued Payroll	7,809.48
Total Other Current Liabilities	7,809.48
Total Current Liabilities	7,809.48
Total Liabilities	7,809.48
Equity	
3010 - Net Assets-Unrestricted	84,684.96
Net Income	12,439.59
Total Equity	97,124.55
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>104,934.03</b>