

**Sound Learning Board of Directors Meeting  
July 17, 2017**

**Agenda**

1. Call to Order, Approval of Agenda and Introduction of Guest
2. Approval of Minutes of June 19, 2017
3. Presentation by Staff:
  - a. Shannon – ABE & Bridge Class
  - b. Jenny – ELA Class
  - c. Consuelo – ELA – Mason Level 1 and Thurston
4. Executive Director Report—Sue
5. No Committee Reports because there were no meetings since last BoD meeting.
  - a. Finance--Cheryl
  - b. Fund-raising/Development—Bill
  - c. Marketing/Publicity—Sue/Shannon
  - d. Human Resources—Sandra
6. Treasurer's Report –
  - a. Profit and Loss- Year End
  - b. Balance Sheet – Year End
7. Election of Board Officers for 2017-18
8. Discussion Disposition of CD matures 8/3/17
9. Contingency plan Review-Discussion
10. Other business— Volunteer recruitment
11. Good of the Order—August 15<sup>th</sup> training,
12. Adjourn

## Sound Learning Board Meeting Minutes

Monday, 6-19-17

**Members present:** Sandra Herndon, Bill Batstone, Stacey Wickett, Betty Brinkman, Pam Farr

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

**Call to Order:** 5:10 by Board Chair, Sandra Herndon

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

**Introduction of guest Betsy Moyer:**

**Approval of Minutes:** Motion to approve minutes of April 17th by Stacey Wickett; second by Bill Batstone; motion passed unanimously

**Executive Director's Report:**

- Due to the training, the Executive Director's report was sent to all Board members with instructions to review and bring questions to the meeting.
- Sue discussed the Open Doors plan that will begin September 5<sup>th</sup>.
- Sue will be having a meeting with a representative of the SBCTC about the I-DEA grant. She will report next month.
- The Bridge class will begin on July 10<sup>th</sup>. Staff are still recruiting students for this class.

**Committee Reports:** None this month (no one met)

**Budget Discussion:**

- Sue presented the projected 2017-18 budget that includes the Open Doors funding and the increase in payroll due to adding a part-time instructor for the Open Doors program. The projected loss for 2017-18 is \$4,500.

Bill Batstone made a motion to approve the 2017-18 budget as presented. Stacey Wickett seconded. Motion passed unanimously.

**Other Business:**

Sandra and the Board members acknowledged the many years of service and dedication that outgoing members Betty Brinkman and Stacey Anderson, have given to Sound Learning. The Board gave them their thanks and a certificate of recognition.

**The Good of the Order:**

- Sandra noted that new officers will be elected next month and that if no one volunteers to be the Board Secretary that the members will need to take turns.
- The Executive Committee will not have a meeting on July 3<sup>rd</sup> and if it is determined that a need exists, the officers will hold a meeting after the July 17<sup>th</sup> meeting.
- The Board discussed possible future Board members and the need to recruit.

At 5:45 p.m. the Board went into training with Betsy Moyer and concluded at 7:45 p.m.

**Motion to Adjourn at 7:50 p.m. by Betty Brinkman; second by Bill Batstone; meeting adjourned at 7:50 p.m.**

**Next Board meeting is Monday, July 17, 2017 at 5:00 p.m. at United Way.**

Minutes respectfully by Sue Ickes, Executive Director

## Executive Director Report

July 17, 2017

Our Spring break has been very busy, business wise. While the students are taking a much needed break we have been working on the Bridge class, Open Doors planning and updating procedures for reporting to the State.

1. On Tuesday, June 27<sup>th</sup>, Pam Farr, Mike Hickson and I made a presentation to the Shelton School District Board of Trustees about our new collaboration of Open Doors program. The presentation was received well and we found out from Mike that the Washington Office of the Superintendent of Public Instruction (OSPI) has approved our Newcomer Program.
2. I have completed the negotiations with the landlord regarding the new lease. We have agreed on a 10 year lease with a termination clause that lets us withdraw from the lease without penalty as long as we give them at least 90 days' notice should funding drop to our shut down level as defined in the bylaws.
3. I have transferred the \$4,000 from the savings account to the checking account and issued the check for the advance on the carpet. The repayment plan is included in the lease at a reduction in rent of \$666.67 per month for six months. We will repay that amount to the savings account each month until the \$4,000 has been replaced.
4. The office will be getting ready for the installation of the new carpet during the rest of July and the first two weeks of August. I have submitted an application to have United Way Day of Caring volunteers to help on Friday, August 18<sup>th</sup> to box up and move all of the files, paper, lightweight chairs, stand-alone bookcases' contents and desktop contents. Hopefully we will get approved. We will have the use of the old Soup Kitchen area to store everything while they are installing. Because, we will not be able to be in the office while they are installing the carpet, the office will be closed for the week of August 21. Staff will work at home as much as possible. (We can input data into the State database, work on curriculums, etc). **\*\*\*VOLUNTEERS ARE NEEDED\*\*\* Before and after installation.**
5. July 20<sup>th</sup> is the Bite of Mason event and we will have an information booth set up. **Still looking for volunteers to help set up, staff (2 hour shifts) and take down the booth.** Let me know if you are available to help.
6. We are in the process of completing year end reports for our grantors. I have decided to add a page to the Board's webpage on our website with links to these reports as they become available. I thought members might enjoy reading them. There are already a few posted.
7. We received our first grant for 2017-18. \$3,000 from the Leveler Foundation (formerly Steve Miller Foundation).

**Sound Learning Board of Directors  
2017-18 Meeting Schedule**

<b>Date</b>	<b>Meeting</b>	<b>Location</b>	<b>Time</b>
07/17/17	Board Mtg.	Shelton Library	4 – 6 P.M.
08/07/17	Executive Committee	Central Mason Firehouse	5 -- 7 P.M.
08/21/17	Board of Directors	Central Mason Firehouse	5 -- 7 P.M.
09/11/17	Executive Committee	Central Mason Firehouse	5 -- 7 P.M.
09/18/17	Board of Directors	Shelton Library	5 -- 7 P.M.
10/02/17	Executive Committee	Shelton Library	5 -- 7 P.M.
10/16/17	Board of Directors	Shelton Library	5 -- 7 P.M.
11/06/17	Executive Committee	Shelton Library	5 -- 7 P.M.
11/20/17	Board of Directors	Shelton Library	5 -- 7 P.M.
12/04/17	Executive Committee	Shelton Library	5 -- 7 P.M.
12/18/17	Board of Directors	Shelton Library	5 -- 7 P.M.
01/08/18	Executive Committee	TBD	5 -- 7 P.M.
01/22/18	Board of Directors	TBD	5 -- 7 P.M.
02/05/18	Executive Committee	TBD	5 -- 7 P.M.
02/26/18	Board of Directors	TBD	5 -- 7 P.M.
03/05/18	Executive Committee	TBD	5 -- 7 P.M.
03/19/18	Board of Directors	TBD	5 -- 7 P.M.
04/02/18	Executive Committee	TBD	5 -- 7 P.M.
04/16/18	Board of Directors	TBD	5 -- 7 P.M.
05/07/18	Executive Committee	TBD	5 -- 7 P.M.
05/19/18	Board of Directors	TBD	5 -- 7 P.M.
06/04/18	Executive Committee	TBD	5 -- 7 P.M.
06/18/18	Board of Directors	TBD	5 -- 7 P.M.

**Sound Learning**  
**Profit & Loss**  
 July 2016 through June 2017

	Jul '16 - Jun 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 - Direct Contributions Unrestr	
4010 - Individual/Small Business Unres	5,444.33
4020 - Corporate/Business Unrestr	1,028.24
4030 - Foundation Grants Unrestr	33,900.00
Total 4000 - Direct Contributions Unrestr	40,372.57
4100 - Direct Contributions Restricted	
4140 - United Way Restricted	6,500.00
4110 - Individual/Small Business Restr	1,068.00
4120 - Corporate Grants Restricted	1,390.00
4130 - Foundation Grants Restricted	24,000.00
Total 4100 - Direct Contributions Restricted	32,958.00
4400 - Indirect Contributions	
4410 - United Way Designations	247.50
Total 4400 - Indirect Contributions	247.50
5180 - Student Enrollment Fees	1,074.26
5300 - Interest Income	241.35
5800 - Special Event Revenue	
5830 - Fall Appeal Revenue	6,085.00
5810 - Spell-E-Bration	21,336.34
5800 - Special Event Revenue - Other	1,233.00
Total 5800 - Special Event Revenue	28,654.34
6000 - State/Federal Funding SBCTC	
6010 - BEDA(Basic Education of Adults)	38,471.00
6030 - BLB Leadership Training	3,490.00
6080 - ABE CBO	44,827.00
Total 6000 - State/Federal Funding SBCTC	86,788.00
<b>Total Income</b>	<b>190,336.02</b>
<b>Gross Profit</b>	<b>190,336.02</b>
<b>Expense</b>	
7200 - Payroll Expenses	
7220 - Salaries and Wages - Other	150,330.37
7250 - Payroll Taxes	
7251 - FICA & Medicare Expense	11,500.27
7252 - Employment Security Dept	195.41
7253 - Labor & Industry Tax	1,561.30
Total 7250 - Payroll Taxes	13,256.98
7260 - Americorps Match	6,900.00
7200 - Payroll Expenses - Other	125.68
Total 7200 - Payroll Expenses	170,613.03
7500 - Professional Services	
7510 - Accounting Fees	1,431.57
7530 - Other Professional Services	4,678.75
Total 7500 - Professional Services	6,110.32

Sound Learning  
Profit & Loss  
July 2016 through June 2017

	Jul '16 - Jun 17
8100 - Non-Personnel Expenses	
8110 - Supplies	2,599.87
8115 - Educational Materials	989.95
8130 - Telephone/Internet	1,958.59
8140 - Postage	660.70
8170 - Printing	608.58
8180 - Dues, Subscriptions, Fees	2,282.97
8181 - Credit Card Processing Fees	100.67
Total 8100 - Non-Personnel Expenses	9,159.33
8200 - Facility & Equipment Expense	
8201 - Equipment Expense	5,384.91
8210 - Rent	
8211 - GMW - 133 Railroad	14,016.00
Total 8210 - Rent	14,016.00
8220 - Utilities	
8221 - Electricity	2,746.13
8222 - Gas	127.31
8223 - Water, Sewer, & Garbage	1,876.07
Total 8220 - Utilities	4,749.51
8260 - Equipment Rental & Maintenance	2,543.75
8200 - Facility & Equipment Expense - Other	300.00
Total 8200 - Facility & Equipment Expense	26,994.17
8300 - Travel & Meetings	
8310 - Mileage	1,993.78
8300 - Travel & Meetings - Other	1,195.91
Total 8300 - Travel & Meetings	3,189.69
8500 - Other Expenses	
8520 - Insurance	1,723.62
8540 - Staff Development	210.00
8570 - Advertising	1,499.98
8500 - Other Expenses - Other	450.00
Total 8500 - Other Expenses	3,883.60
8600 - Special Event Expenses	2,772.96
8900 - Depreciation	3,296.06
Total Expense	226,019.16
Net Ordinary Income	-35,683.14
Net Income	-35,683.14

Sound Learning  
Balance Sheet  
As of June 30, 2017

	<u>Jun 30, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 - Our Community Credit Union	55,318.33
1030 - Our Community CUSavings Account	11,885.92
Total Checking/Savings	<u>66,994.25</u>
Accounts Receivable	
1000 - Accounts Receivable	7,154.56
Total Accounts Receivable	<u>7,154.56</u>
Other Current Assets	
1040 - Certificate of Deposit	15,491.26
1499 - Undeposited Funds	506.00
Total Other Current Assets	<u>15,997.26</u>
Total Current Assets	<u>90,136.07</u>
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	34,855.76
1550 - Reference & Education Material	37,240.66
1610 - Accumulated Depreciation	-113,498.66
Total 1500 - Fixed Assets	<u>6,012.33</u>
Total Fixed Assets	<u>6,012.33</u>
Other Assets	
1900 - Deposit-Rent	550.00
Total Other Assets	<u>550.00</u>
<b>TOTAL ASSETS</b>	<b><u>96,698.40</u></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	3,089.07
2140 - Accrued Employment Security	51.47
2150 - Accrued Labor & Industries	376.14
Total 2110 - Accrued Payroll	<u>11,344.68</u>
Total Other Current Liabilities	<u>11,344.68</u>
Total Current Liabilities	<u>11,344.68</u>
Total Liabilities	<u>11,344.68</u>
Equity	
3010 - Net Assets-Unrestricted	118,036.66
3110 - Temporarily Restricted NA	
3120 - Green Diamond Grant	3,000.00
Total 3110 - Temporarily Restricted NA	<u>3,000.00</u>
Net Income	-35,883.14
Total Equity	<u>85,353.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>96,698.40</u></b>

## Contingency Plan

	<b>Action/Task</b>	<b>Cost</b>	<b>Estimated Time to Complete</b>
<b>1.</b>	Boxing up all retention required records (e.g. student/volunteer/administrative/board). Must be boxed according to year. Retention is 7 years. Cost reflects estimated staff time and supplies needed to box records appropriately.	\$300	Estimate 3-5 days to sort, box, and label
<b>2.</b>	Cost to retain physical records for full period of 7 years. Average cost is \$2.50 per box per year. Estimating 40 boxes plus final destruction costs of 6 boxes per yr @ \$20 ea yr.	\$840	
<b>2.</b>	<b>Alternative to #1 if approved by SBCTC.</b> Scanning of retention required physical records <b>by staff</b> and converting to digital storage. This is a manual operation and is expensive if done by staff. OPTION hire temp staff agency.  ***NOTE*** To have a company do the scanning, the cost averages between 3 and 7 cents per page. Estimate number of pages to be in the thousands, as we would need to scan 7 years of records (students, volunteers, admin and Board).	\$3,000	If performed by staff. This could take up to 30 days.
<b>3.</b>	Safe Deposit Box at OCCU 6 x 10 (7yrs x \$60) ***Cannot be paid in advance must be <u>paid annually</u> .	\$420	
<b>4.</b>	Shredding of other records/documents \$70/95 gallon container (this averages 10 banker boxes per container) Estimating that it would take 40 banker boxes.	\$280	One week to prepare and schedule.
<b>5.</b>	Payment of rent 3 to 6 months. This depends on year of closure. \$1,400 per month 2019-2021	\$8,400	Minimum of 3 months, maximum of 6 months
<b>6.</b>	Final Utilities Cost: utilities, equipment rental, telephone, garbage collection. Average \$700/month	\$700	One month payment
<b>7.</b>	Final payroll costs: based on determination date of closure. Assuming that we would give each employee 30 days notice and an additional 30 days salary severance pay.	\$11,500	This is one month's NET payroll
<b>8.</b>	Final payroll taxes; FICA, FIT, L & I, etc.	\$3,000	Estimated
<b>9.</b>	Accountant fees to close out organization, final 990, State tax forms,	\$1,500	5 days



10.	Executive Director's payroll to make final disposition of all furnishings, records, contact all grantors. Physically close down facility (includes, cleaning, etc.) Equivalent to one month's salary. File final papers with Secretary of State, Charities Department, City and County, insure all on-going storage bills will be paid, notification to State and final filing of all paperwork with all grantors. Disposition of remaining funds to non-profit CBO's. any and all other unforeseen tasks that will be required.	\$3,200	Two weeks
	<b>TOTAL ESTIMATED</b>	\$33,140	
	<b>ADDITIONAL COMMITMENTS</b>		
A.	Complete all quarterly classes and assist students with finding new classes (Olympic College, Gravity, SPSCC, CIELO, etc.)		
B.	Ensure that all data is collected, organized and inputted into WABERS+ for final tally by the State.		
C.	All grantors must receive a final report. If the grant funds have not been depleted or the granted project has not been completed, all remaining funds need to be returned to grantors.		
D.	Notifications and thank yous sent out to all donors, sponsors and volunteers. An ad will need to be ran in the paper, and on radio announcing the closure.		
E.	Meet with all tutors and volunteers. Thank them for their service and dedication. Provide each with a letter acknowledging their time with Sound Learning.		
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