

Sound Learning Board of Directors Meeting

February 26, 2018

Agenda

1. Call to Order, Approval of Agenda, and Announcements
2. Approval of Consent Agenda, any discussion
Minutes of January 22, 2018
Executive Director Report
Committee Reports
3. Approval of new board member Jeff Slakey
4. Treasurer's Report
5. Planning for Spell-E-Bration, Friday, May 11
6. No Executive Committee, March 5
7. Other business?
8. Adjourn

Sound Learning Meeting Minutes
Monday, 01-22-2018

Members Present: Sandra Herndon, Stacey Wickett, Cheryl Williams, Pam Farr, Kirk Smith, Allan Borden

Members Absent: Bill Batstone – (absent)

Guest: Jeff Slakey

Staff Present: Sue Ickes, Executive Director

Call to Order: 5:10pm at City of Shelton Public Safety Building, January 22, 2018 by Board Chair, Sandra Herndon.

Approval of Agenda: Meeting Agenda approved by consent.

Welcome Guest:

- Introduction of Jeff Slakey who is possibly interested in joining the Sound Learning Board.
- Sandra gave a brief history on why Sound Learning hired an executive director and how advantageous it has been to have a dedicated individual (Sue) in the executive position.
- Sandra also talked about the multiple areas of improvement with the organization over the past calendar year.

New Member: Motion was made by Stacey Wickett to approve Allan Borden as a member of the Sound Learning Board, Kirk Smith seconded the motion and after a very brief discussion a unanimous vote of the board carried. **Welcome Allan**

Executive Director Report:

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

- Stated that \$12,000 was moved from checking account to savings in January.

Treasurer's Report:

Bill Batstone was not present to provide the Treasurers Report:

- Sue provided update (as of January 19, 2018) of the Profit/Loss statement. (See "Board Packet January 22, 2018 combined").
- Sue 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 50% over and overall costs at 48% of the budget.

Executive Session: Sandra requested a brief adjournment of the board for an executive session. It was moved and seconded that we go into executive session for personnel discussion. It was then moved and seconded that we go back into regular session

Personnel Action: Cheryl Williams made a motion and Kirk Smith seconded to provide an equity salary adjustment for Consuelo Guijosa to make her equal to the other managers in the organization.

Good of the order:

- The Executive Committee meeting scheduled for February has been cancelled.
- Computerized proficiency testing will take place at Choice High School the evening of Tuesday, February 13 at 6:00pm it is requested that Board member attend to assist the staff in answering any computer operation questions the students may have.
- Note – the date for the 2018 Spell-a-Bration has been set for May 11, 2018.

Adjourn by consent: at 6:25pm

Minutes submitted by Stacey Wickett - Board of Directors Secretary.

Executive Director Report
February 26, 2018

We are starting to gear up for Spell-E-Bration. We have sent out the team letters, posted the event on Facebook and updated the website page. The letters to the sponsors and donors will be going out next week.

1. I am going to be advertising for and hopefully hiring a part-time ELL instructor that will ease some of the burden on the instructors and allow us to have more space to take on more students. The classes will be split: (Open Doors Level 1 and ESL low level 1), (high level 1, level 2 and low 3), and (high 3 and levels 4 and 5). With our student enrollment this works out to approximately 18-20 students per class.
2. I met with the Shelton School District ESL/Program/finance 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 still need to be addressed but we are hoping to submit a plan to OSPI for approval by June 1. We do need to notify Gravity at least **60 days prior** to the end of the year (August 31) if we decide to terminate the contract with them.
3. February billing for Open Doors was \$9,727.24. We should receive that payment by Feb. 21st.
4. I interviewed a new volunteer last week that will be a great addition to our corps of volunteers. He is an expert videographer. He has made and produced videos for KOMO TV he produced an outdoors show for 13 years, and worked with other media for over 20 years. He is now retired. He has all the necessary equipment and software to produce a professional video for Sound Learning. The premiere of the video will be at the Spell-E-Bration. He is also going to help with adding video content to our website, Facebook and YouTube. Lights! Camera! Action!
5. The letters to the sponsors for Silent Auction items, team sponsorship, etc. are going to be mailed out by Feb. 22. Also another ad will appear in the Mason Journal for the Spell-e-bration. The posters are being printed and we will start spreading those around in the next two weeks. Shelton Cinema is now showing our Spell-E-Bration slide, so be sure to watch for it.
6. The office will be closed on Wednesday, March 7th as we are all going to Renton for some required SBCTC training.

Fund Development and Outreach Committee

Meeting Minutes

February 12, 2018

Present: Shannon Klasell, Jenny Blumenstein, Maria Consuelo Guijosa, Celeste McDonald, Pam Farr, Lynn Busacca

Absent: Sue Ickes, Kirk Smith

1. Community slides: Everyone liked that they had limited text, liked the formatting. Good job!
2. Community Presentations: Discussed who would present at each one
Shelton Rotary/Sue and Shannon
Skookum Rotary/Sue and Jenny
Moving Mason Forward/program managers

Discussion about developing a list of organizations and contact information to schedule presentations. Other groups to present to, several suggestions including:

- Kiwanis Groups (Kristmastown, Shelton, Pioneer?)
- Hospital Guild
- Friends of the Library
- PEO (women's education group)
- W. Olympia Rotary (connect with for Spell-e-bration)
- Harstine Island Club
- Send e-mail to current volunteers asking them to let us know if they are connected with a group we could speak to or if they can help brainstorm addl. group, including in Thurston Co.

We talked about the fact that each staff person/board member in the organization should be thinking about what groups we could arrange to speak to. When we talk to people/network, we all need to think about clubs/groups that we can connect with thru others.

Lynn will make a short announcement at her next League of Women Voters meeting – said she could pass out postcards for Spell-e-bration.

Suggestions for the newsletter name included "Sound News", "The Buzz" and "Sound Reading". We also have received some suggestions from folks that received the newsletter.

3. Donor Levels:

We discussed and agreed upon the following:

- 1) Spell-e-bration should continue to have its own levels for the event only.
- 2) The donor levels will be the cumulative cash donations over the course of a program year. It would include Spell-e-bration donations and other donations over the year.
- 3) It was agreed that we should honor donors at annual meeting by listing them according to level.
- 4) We have decided that we are going to start defining donors by levels and will re-evaluate at the end of the fiscal year to determine if it needs adjustments..

- 5) Pam shared some donor-related approaches from U of Chicago. They have a loyalty circle for people who have donated 3 consecutive years in a row. Another category is for people who've donated over a set amount in their lifetime. Rather than only recognizing amounts over 1 year.

The donor levels will be:

Friend of Sound Learning	\$1- 249
Lifelong Learner	\$250-999
Scholar	\$1,000-2,499
Champion	\$2,500-4,999
Benefactor	\$5,000 and up

We also decided on a "special club" for donors who pledge and make monthly donations.

****note**** The loyalty club will be called "The Dean's List".

Finance Committee Report

The finance committee met February 21, 2018

The committee reviewed the Profit and Loss, Expenses to date and the Balance Sheet for January 31, 2018. All agreed that the budget is looking more healthy and that we are making our way to a break even or even profitable fiscal year.

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 March 14th.

Committee adjourned.

Respectfully submitted,

Sue Ickes

Finance Committee

Sound Learning
Profit & Loss
January 2018

	Jan 18
Ordinary Income/Expense	
Income	
4000 · Direct Contributions Unrestr	
4010 · Individual/Small Business Unres	1,787.12
4030 · Foundation Grants Unrestr	5,000.00
Total 4000 · Direct Contributions Unrestr	6,787.12
6000 · State/Federal Funding SBCTC	
6010 · BEDA(Basic Education of Adults)	1,873.44
6080 · ABE CBO	4,045.08
6085 · Open Doors-Newcomer Program	9,727.24
Total 6000 · State/Federal Funding SBCTC	15,645.76
Total Income	22,432.88
Gross Profit	22,432.88
Expense	
7200 · Payroll Expenses	
7220 · Salaries and Wages - Other	14,342.66
7250 · Payroll Taxes	
7251 · FICA & Medicare Expense	1,097.23
7252 · Employment Security Dept	18.64
7253 · Labor & Industry Tax	133.51
Total 7250 · Payroll Taxes	1,249.38
7200 · Payroll Expenses - Other	11.42
Total 7200 · Payroll Expenses	15,603.46
8100 · Non-Personnel Expenses	
8110 · Supplies	148.15
8130 · Telephone/Internet	190.87
8140 · Postage	49.00
8150 · Advertising	21.76
8180 · Dues, Subscriptions, Misc. Fees	61.76
8181 · Credit Card Processing Fees	2.93
Total 8100 · Non-Personnel Expenses	474.47
8200 · Facility & Equipment Expense	
8201 · Equipment Expense	386.23
8210 · Rent	
8211 · GMW - 133 Railroad	1,200.00
Total 8210 · Rent	1,200.00
8220 · Utilities	
8222 · Gas	21.20
8223 · Water, Sewer, & Garbage	139.63
Total 8220 · Utilities	160.83
8260 · Copy Machine Rental	208.04
Total 8200 · Facility & Equipment Expense	1,955.10
8300 · Travel & Meetings	
8310 · Mileage	166.92
Total 8300 · Travel & Meetings	166.92

12:07 PM
02/01/18
Accrual Basis

Sound Learning
Profit & Loss
January 2018

	Jan 18
8600 - Special Event Expenses	524.64
Total Expense	18,724.59
Net Ordinary Income	3,708.29
Net Income	<u>3,708.29</u>

Sound Learning
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1020 - Our Community Credit Union	49,753.56
1030 - Our Community CUSavings Account	35,212.49
Total Checking/Savings	<u>84,966.05</u>
Total Current Assets	84,966.05
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	34,655.78
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	549.98
Total Other Assets	<u>549.98</u>
TOTAL ASSETS	<u>91,528.36</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 - Accounts Payable	<u>-1,200.00</u>
Total Accounts Payable	-1,200.00
Other Current Liabilities	
2110 - Accrued Payroll	
2120 - Accrued Sick & Vacation	7,828.00
2130 - Accrued 941 FICA & Fed WH	3,120.17
2140 - Accrued Employment Security	17.72
2150 - Accrued Labor & Industries	<u>132.20</u>
Total 2110 - Accrued Payroll	11,098.09
Total Other Current Liabilities	<u>11,098.09</u>
Total Current Liabilities	9,898.09
Total Liabilities	9,898.09
Equity	
3010 - Net Assets-Unrestricted	84,684.96
Net Income	<u>-3,054.69</u>
Total Equity	81,630.27
TOTAL LIABILITIES & EQUITY	<u>91,528.36</u>

Sound Learning

Actual vs Budget Income & Expenses July 1, 2017 thru January 31, 2018

Income					
DONATIONS combined	Actual Last Month	Year to Date	Budget	Percentage	Difference
Individual/Sm Business	\$ 1,787.12	\$ 6,348.23	\$ 14,000.00	45%	(\$7,651.77)
Corporate Grants	\$ -	\$ 2,728.78	\$ 8,750.00	31%	(\$6,021.22)
Foundation Grants	\$ 5,000.00	\$ 29,100.00	\$ 45,000.00	65%	(\$15,900.00)
United Way	\$ -	\$ 3,250.00	\$ 6,500.00	50%	(\$3,250.00)
United Way Designations	\$ -	\$ -	\$ -		\$0.00
Student Enrollment Fees	\$ -	\$ 1,242.00	\$ 900.00	138%	\$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	\$ 1,873.44	\$ 34,045.97	\$ 38,695.00	88%	(\$4,649.03)
BLB Leadership	\$ -	\$ 1,002.20	\$ 3,591.00	28%	(\$2,588.80)
ABE-CBO	\$ 4,045.08	\$ 11,404.34	\$ 45,000.00	25%	(\$33,595.66)
Open Doors	\$ 9,727.24	\$ 46,076.40	\$ 48,840.00	94%	(\$2,763.60)
TOTAL INCOME	\$ 22,432.88	\$ 138,345.67	\$ 241,596.00	57%	(\$103,250.33)

Expenses	Actual Expenses	YTD Actual Expenses	Budget 2017-18	Percentage of total	Available for rest of year
Employee Costs					
Wages	\$14,342.66	\$ 97,430.10	\$178,920.00	54%	81,489.90
Benefits	\$1,249.38	\$ 8,501.92	\$16,314.49	52%	7,812.57
Payroll expenses	\$11.42	\$ 79.94	\$137.40	58%	57.46
AmeriCorps Match	\$0.00	\$ 7,600.00	\$7,600.00	100%	0.00
Wages, Benefits, Expenses AmeriCorps Match	\$15,603.46	\$113,611.96	\$202,971.89	56%	89,359.93
Non-Personnel Expenses					
Office lease	\$1,200.00	\$ 9,568.00	\$14,400.00	66%	4,832.00
Telephone/Internet	\$190.87	\$ 1,135.11	\$1,800.00	63%	664.89
Utilities (Elec/Gas/Water)	\$160.83	\$ 2,210.35	\$4,250.00	52%	2,039.65
Equipment Rental (copier)	\$208.04	\$ 1,566.61	\$2,500.00	63%	933.39
Equipment/Facility Other	\$386.23	\$ 575.18	\$1,000.00	58%	424.82
Educational Materials	\$0.00	\$ 560.93	\$2,000.00	28%	1,439.07
Office supplies	\$148.15	\$ 1,789.62	\$2,000.00	89%	210.38
Postage	\$49.00	\$ 147.00	\$800.00	18%	653.00
Advertising	\$21.76	\$ 976.20	\$2,000.00	49%	1,023.80
Dues, Subscriptions, Fees	\$61.76	\$ 779.30	\$1,800.00	43%	1,020.70
IT Fees, Licenses	\$0.00	\$ 67.97	\$0.00	0%	(67.97)
Credit Card Processing Fees	\$2.93	\$ 34.47	\$25.00	138%	(9.47)
Scholarship/Assistance	\$0.00	\$ 130.80	\$200.00	65%	69.20
Printing	\$0.00	\$ 1,210.81	\$1,000.00	121%	(210.81)
Operating Expenses	\$2,429.57	\$ 20,752.35	\$33,775.00	61%	13,022.65

Professional/Other Expenses					
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	\$ -	\$ 505.17	\$400.00	126%	(105.17)
Other Professional Services	\$0.00	\$ 4,500.00	\$3,850.00	117%	(650.00)
Professional/Other Expenses	\$0.00	\$ 6,252.70	\$7,700.00		(1,447.30)
Training/Travel					0.00
Training/Travel	\$166.92	\$ 1,052.33	\$2,500.00	42%	1,447.67
Special Event Expenses	\$524.64	\$ 931.02	\$2,400.00		1,468.98
Depreciation	\$ -	\$ -	\$1,000.00	N/A	1,000.00
TOTALS	Actual		2017-18 YEAR		Difference
Total	\$18,724.59	\$142,600.36	\$246,496.89	8%	103,896.53
Net Profit/Loss	\$ 3,708.29	\$ (4,254.69)	\$ (4,900.89)		

Heard the Buzz? Sound Learning's Spring Spell-E-Bration!

**Friday, May 11th
6:00 p.m.
Shelton Civic Center**



**24th Annual
Community Adult Spelling Bee,
Silent Auction,
Dessert & Appetizer Bar,
And More**

Join us to help support adult education at
this family-friendly fundraiser!



**Give us a Buzz
for more information.
360-426-9733**

Sound Learning is



All proceeds benefit *Sound Learning*, a 501 (c)(3) that
provides adult education in Mason and Thurston counties.



Sound Learning's 24th Annual Spell-E-Bration!

Celebrate the tradition! Join us for:

- Community Spelling Bee
- Appetizer & Dessert Buffet
- Silent Auction and more!

**FRIDAY,
MAY 11th
6:00 pm**

Come cheer for your favorite team!

Shelton Civic Center,
525 W. Cota Street, Shelton

**FREE
ADMISSION**

Proceeds benefit SOUND LEARNING!

For information, please contact us:
(360) 426-9733 | director@soundlearning.co | www.soundlearning.co