

Sound Learning Board of Directors Meeting

April 16, 2018

Agenda

1. Call to Order, Approval of Agenda, and Announcements

2. Approval of Consent Agenda, any discussion
Minutes of March 19, 2018
Executive Director Report
Committee Reports

3. Treasurer's Report

4. Planning for Spell-E-Bration, Friday, May 11

5. Update on recruitment of new members

6. Report from Executive Committee 4pm, April 2

7. Other business?

8. Adjourn

Sound Learning Meeting Minutes
Monday, 03-19-2018

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

Members Absent: Cheryl Williams, Bill Batstone, Jeff Slakey

Guest: Peter Jones

Staff Present: Sue Ickes, Executive Director
Steve Mooney, Staff Instructor

Call to Order: 5:10pm at City of Shelton Public Safety Building, March 19, 2018 by Board Chair, Sandra Herndon.

Approval of Agenda: Meeting Agenda approved by consent.

Executive Director: Sue introduced new staff member and guest

- Steve Mooney gave a brief biography of himself and how he came to be interested in working for Sound Learning.
- Peter Jones also provided an overview of his current job position with Mason County Courts and its connection with Sound Learning.

Treasurer's Report: Bill Batstone was not present to provide the Treasurers Report:

- Sue provided update (as of February 28, 2018) of the Profit/Loss statement. (See "Board Packet March 19, 2018 combined").
- For the benefit of our guest Sue briefly discussed the Open Doors income and how it is working in conjunction with the budget.
- The budget is still on track with the year approximately 50% completed.

Executive Director Report: Sue provided an overview of the Executive Report. (See attached "Board Meeting Packet Mar 19 combined").

Board Business:

- Sandra presented a "Confidentiality Statement" for all Board Members to review and sign. A discussion ensued about adding the new statement to the Board by-laws and it was decided to edit the current statement to include the new wordage.
- Sandra also talked about recruitment of new members. This is important because the board will be losing three current members at the end of this fiscal year (June 30th).
- The Board also discussed **changing the meeting date and/or time** to be more convenient for all members. It is requested we all review our calendars and bring suggestions to the next meeting.

Good of the order:

- The Executive Committee meeting is scheduled April 2 at 4pm at the fire station.
- Note – Plans are moving forward for the 2018 Spell-a-Bration set for May 11, 2018.

Adjourn by consent: at 5.28pm

Minutes submitted by Stacey Wickett - Board of Directors Secretary.

Executive Director Report

April 16, 2018

Spell-E-Bration is coming! It's all consuming! Which means I have very little to report other than that which relates to the event.

1. April billing for Open Doors was \$11,293.12. We actually had 22 eligible students on the count day. We also found out that if we have Open Doors students that started with us after October and were NOT counted by anyone during September and October AND continue with us during July and August we can count them during those months and get paid for them. We hadn't expected to claim anything from Open Doors during the summer months.

2. I submitted a grant to Sierra Pacific Industries for \$2,500 to replace our current student laptops with Chromebooks. The reasoning is that our laptops at the Learning Center are beginning to fail. We have had software and terminal hardware issues and it is so very time consuming to work on them that it has become a challenge for everyone involved. The advantage to Chromebooks is that they update "behind the scene" so do not need to be manually updated, and everything is stored in the Google cloud. We will not be required to maintain Microsoft Software licenses for these Chromebooks as students will use Google docs and spreadsheets. We use Google classroom for all computer related lessons now. So no need for Microsoft. Not a huge saving of money but a great savings on time and frustration. **I received the check from Sierra Pacific today!**

3. April has been busy so far. We have been scouring Mason and Thurston counties for donations to Spell-E-Bration (team sponsorship, event donations, Silent Auction items and volunteers). All of this is quite time consuming, but we are realizing fruits from all our labors. We have some new teams, new sponsors and great items for the Auction. We are still in need of Silent Auction items and volunteers. We have commitments for team sponsors.

4. Beginning the week of April 16th you will start seeing and hearing advertising focused on the event. Kirk and I did a radio interview with Jeff on Wednesday, April 11th and there will be two more live interviews one on April 27th and one on May 8th. The Journal will begin running our ads next Thursday and will continue weekly.

5. We have 17 **CONFIRMED** teams for the event and a possible two more to add to the list. Fortunately we have sponsors for the current teams (paid or pledged), but may be needing sponsors for the two possible entries.

6. Classes started this month and things are going well. ESL classes are pretty full (including Open Doors) we have about 45 students in Mason,, 32 students in Thurston and ABE has 11 students with a few more intakes this next week. We are in full gear!

Fund Development and Outreach Committee

Meeting Minutes

April 9, 2018

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

Absent: Allan Borden, Kirk Smith

1. Community Presentations:

Upcoming scheduled presentations:

- April 18th, St Martin's college Intern fair. 11:00a.m. to 3:00 p.m.
- May 8th, NOON @ Kiwanis (Sue & Jenny)
- June 21st @ 12:30 Moving Mason Forward (Jenny, Consuelo & Shannon)

2. Sue discussed the April newsletter that will be going out at the end of the month. Astrid Pearson will be the volunteer in the spotlight for this newsletter.

3. Spell-e-bration updates:

The committee discussed the plans for the event, the teams, sponsors, and need for more donations for the Silent Auction. Jenny gave an update for the Appetizer/Dessert buffet including the restrictions for the types of food (store bought or homemade BAKED goods only), the need for donations and volunteers for the night of the event.

Volunteers are needed for set up, staffing the silent auction room, cashiering, balloon sales, kitchen help, and clean up. Board members will be asked to help with greeting, assisting team signing in and helping during the CashSwarm.

4. The committee agreed to not meet next month.

Meeting adjourned at 3:45 p.m.

Next meeting will be at 1:00 p.m. at the Shelton School District Administration building on June 11th.

Respectfully submitted,

Sue Ickes

Sound Learning
Profit & Loss
 March 2018

	<u>Mar 18</u>
Ordinary Income/Expense	
Income	
4000 - Direct Contributions Unrestr	
4010 - Individual/Small Business Unres	180.00
Total 4000 - Direct Contributions Unrestr	<u>180.00</u>
5800 - Special Event Revenue	
5810 - Spell-E-Bration	5,000.00
Total 5800 - Special Event Revenue	<u>5,000.00</u>
6000 - State/Federal Funding SBCTC	
6030 - BLB Leadership Training	452.41
6080 - ABE CBO	8,389.94
6085 - Open Doors-Newcomer Program	8,703.32
Total 6000 - State/Federal Funding SBCTC	<u>17,545.67</u>
Total Income	<u>22,725.67</u>
Gross Profit	22,725.67
Expense	
7200 - Payroll Expenses	
7220 - Salaries and Wages - Other	15,201.07
7250 - Payroll Taxes	
7251 - FICA & Medicare Expense	1,162.88
7252 - Employment Security Dept	19.76
7253 - Labor & Industry Tax	123.31
Total 7250 - Payroll Taxes	<u>1,305.95</u>
7200 - Payroll Expenses - Other	<u>13.33</u>
Total 7200 - Payroll Expenses	16,520.35
8100 - Non-Personnel Expenses	
8110 - Supplies	149.30
8130 - Telephone/Internet	125.07
8150 - Advertising	182.40
8180 - Dues, Subscriptions, Misc. Fees	35.00
8181 - Credit Card Processing Fees	93.51
Total 8100 - Non-Personnel Expenses	<u>585.28</u>
8200 - Facility & Equipment Expense	
8205 - Janitorial Services	120.00
8210 - Rent	
8211 - GMW - 133 Railroad	1,200.00
Total 8210 - Rent	<u>1,200.00</u>
8220 - Utilities	
8221 - Electricity	313.00
8223 - Water, Sewer, & Garbage	168.92
Total 8220 - Utilities	<u>481.92</u>
8260 - Copy Machine Rental	<u>208.04</u>
Total 8200 - Facility & Equipment Expen...	2,009.96
8300 - Travel & Meetings	
8310 - Mileage	103.79
Total 8300 - Travel & Meetings	<u>103.79</u>

2:14 PM
04/11/18
Accrual Basis

Sound Learning
Profit & Loss
March 2018

	<u>Mar 18</u>
8600 - Special Event Expenses	<u>753.42</u>
Total Expense	<u>19,972.80</u>
Net Ordinary Income	<u>2,752.87</u>
Net Income	<u><u>2,752.87</u></u>

Sound Learning
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1020 - Our Community Credit Union	40,524.66
1030 - Our Community CUSavings Acco...	35,212.49
Total Checking/Savings	75,737.15
Other Current Assets	
1499 - Undeposited Funds	8,703.32
Total Other Current Assets	8,703.32
Total Current Assets	84,440.47
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
TOTAL ASSETS	91,002.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 - Accounts Payable	-3,174.59
Total Accounts Payable	-3,174.59
Other Current Liabilities	
2110 - Accrued Payroll	
2120 - Accrued Sick & Vacation	7,828.00
2130 - Accrued 941 FICA & Fed WH	3,280.47
2140 - Accrued Employment Security	55.70
2150 - Accrued Labor & Industries	386.29
Total 2110 - Accrued Payroll	11,550.46
Total Other Current Liabilities	11,550.46
Total Current Liabilities	8,375.87
Total Liabilities	8,375.87
Equity	
3010 - Net Assets-Unrestricted	84,684.96
Net Income	-2,058.05
Total Equity	82,626.91
TOTAL LIABILITIES & EQUITY	91,002.78

Sound Learning

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

Income					
DONATIONS combined	Actual Last Month	Year to Date	Budget	Percent age	Difference
Individual/Sm Business	\$ 180.00	\$ 6,871.34	\$ 14,000.00	49%	(\$7,128.66)
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	\$ -	\$ 4,875.00	\$ 6,500.00	75%	(\$1,625.00)
United Way Designations	\$ -	\$ -	\$ -		\$0.00
Student Enrollment Fees	\$ -	\$ 1,262.00	\$ 900.00	140%	\$122.00
Interest Income	\$ -	\$ 104.75	\$ 320.00	33%	(\$215.25)
Special Event Revenue	\$ 5,000.00	\$ 8,043.00	\$ 30,000.00	27%	(\$21,957.00)
State/Federal BEDA	\$ -	\$ 34,083.78	\$ 38,695.00	88%	(\$4,611.22)
BLB Leadership	\$ 452.41	\$ 1,665.26	\$ 3,591.00	46%	(\$1,925.74)
ABE-CBO	\$ 8,389.94	\$ 26,579.65	\$ 45,000.00	59%	(\$18,420.35)
Open Doors	\$ 8,703.32	\$ 63,995.00	\$ 48,840.00	131%	\$15,155.00
TOTAL INCOME	\$ 22,725.67	\$ 179,308.56	\$ 241,596.00	74%	(\$62,287.44)
Expenses	Actual Expenses	YTD Actual Expenses	Budget 2017-18	Percent age of total	Available for rest of year
Employee Costs					
Wages	\$15,201.07	\$ 126,636.34	\$178,920.00	71%	52,283.66
Benefits	\$1,316.42	\$ 11,028.25	\$16,314.49	68%	5,286.24
Payroll expenses	\$13.33	\$ 104.69	\$137.40	76%	32.71
AmeriCorps Match	\$0.00	\$ 7,600.00	\$7,600.00	100%	0.00
Wages, Benefits, Expenses	\$16,530.82	\$145,369.28	\$202,971.89	72%	57,602.61
Non-Personnel Expenses					
Office lease	\$1,200.00	\$ 10,768.00	\$14,400.00	75%	3,632.00
Telephone/Internet	\$125.07	\$ 1,420.49	\$1,800.00	79%	379.51
Utilities (Elec/Gas/Water)	\$481.92	\$ 3,627.22	\$4,250.00	85%	622.78
Equipment Rental (copier)	\$208.04	\$ 2,035.49	\$2,500.00	81%	464.51
Equipment/Facility Other	\$120.00	\$ 695.18	\$1,000.00	70%	304.82
Educational Materials	\$0.00	\$ 502.93	\$2,000.00	25%	1,497.07
Office supplies	\$149.30	\$ 2,109.92	\$2,000.00	105%	(109.92)
Postage	\$0.00	\$ 197.00	\$800.00	25%	603.00
Advertising	\$182.40	\$ 1,543.85	\$2,000.00	77%	456.15
Dues, Subscriptions, Fees	\$35.00	\$ 824.30	\$1,800.00	46%	975.70
IT Fees, Licenses	\$0.00	\$ 285.97	\$0.00	0%	(285.97)
Credit Card Processing Fees	\$93.51	\$ 139.27	\$25.00	557%	(114.27)
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	\$2,595.24	\$ 25,491.23	\$33,775.00	75%	8,283.77

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	\$ 1,715.00	\$1,800.00	95%	85.00
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	\$0.00	\$ 7,137.70	\$7,700.00		(562.30)
Training/Travel					
Training/Travel	\$103.79	\$ 1,643.13	\$2,500.00	66%	856.87
Special Event Expenses	\$753.42	\$ 1,725.27	\$2,400.00		674.73
Depreciation	\$ -	\$ -	\$1,000.00	N/A	1,000.00
TOTALS	Actual		2017-18 YEAR		Difference
Total	\$19,983.27	\$181,366.61	\$246,496.89	8%	65,130.28
Net Profit/Loss	\$ 2,742.40	\$ (2,058.05)	\$ (4,900.89)		



**Sound Learning
Spell-E-Bration
Teams
May 11, 2018**



#	TEAM
1	MCSO K9 Unit
2	Kiwani-Bees
3	U S Army Recruiters
4	Bad Ass Librarians of Lacey
5	Good Neighbors
6	ABE Tutors & Friends
7	Evergreen Teachers/ Lifelong Learners
8	Mason Journal Spellers
9	iFiberone Radio Flyers
10	PCU Spellers
11	Creative Chaos
12	Rotary Spellers
13	Spellbound
14	William G Reeders
15	Shelton PD
16	Mariano's Jewels
17	High Climbers (SHS)
18	
19	
20	.