

Board of Directors Meeting
Marine Village School
Thursday, July 6, 2023, at 6:00 PM - Via Zoom

In attendance:

- Dr. Kim Kokx (MVS Principal)
- Win Miller (President)
- Peter Gardner (Vice President)
- Daryl Timmer (Board Member)
- Kate McDearmon (Board Member)
- Linda Tibbetts (Board Member)

Absent:

- Jennifer Cress (Board Member)
 - Dave Dochniak (Board Member)
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I. Record Meeting

II. Call meeting to order

Meeting called to order at 6:01 PM by Win.

III. Approve the Agenda

Pete moved, seconded by Daryl, to approve the agenda as presented. Motion passed unanimously.

IV. Approve Meeting Minutes from June 1, 2023 and June 15, 2023 Board Meetings

Pete moved, seconded by Daryl, to approve the June 1, 2023 and June 15, 2023 Board Meeting minutes, as presented. Motion passed unanimously.

V. Executive Director Report

Dr. Kokx reported we have 103 students enrolled. We have just under 30 kids coming to camp next week. We are projected to make \$1,200 from Little Mermaid which will keep the theatre department self-sufficient/self-funding for the next play production.

VI. Finance

- a. Need Treasurer – We are still working on finding a board member.
- b. Financials – We are in a better position because of fundraising and the new student enrollment. We paid off \$50,000 of the Line of Credit with partial proceeds of the fundraiser.

VII. Security

- a. Security Review – Win is looking for input on improving our internet security and looking at our physical security. Win thinks with the current tech, we have a firewall and software to detect attacks, we are not as worried about our network. \$4,500 is the approximate cost per year. For \$4,500, we would have constant

monitoring of our network. Pete thinks it is wise to wait another year and use the current IT company to extend security.

VIII. Operations

- a. Docuware Proposal – Continued to the next meeting.

IX. Committees

- a. Governance – No report – August 1, 2023 is the next meeting.
- b. Academic – No report.
- c. Finance – No report.
- d. Community Outreach – Fourth of July Parade was a success, albeit rainy. The Gala Fundraiser was a success, with around 125 guests. Numbers are still being gathered for the amount raised; however, so far \$85,000. The board thanked Mike, Sharon, Leanna, and Bill for all their hard work.
- e. Facilities
 - i. Kitchen - Linda has been working on the documentation needed. Kate met with several plumbers to get bids on needed work in the kitchen. Kate continues to meet with companies to assist in getting the kitchen up and running. Kate, Win and Linda are going shopping in Minneapolis at a used equipment store to purchase needed items. Stillwater Schools has been working with a master list of small wares – they have been super helpful. Kate met with Gary from EcoLab and is waiting for an estimate on chemicals.
 - ii. Transportation – Kate reported she got a quote for buying buses at \$48K a piece for two buses or an annual lease rate of about \$16K for a three-year lease.
 - iii. Cleaning – Kate received several bids/proposals for cleaning contract work. Kate is working on a cleaning day, inviting parents to help with cleaning, painting, etc.

X. Promotions

- a. Open House – No report.
- b. Summer Show – Little Mermaid.

XI. Board Topic

- a. Open Meeting Law Review – Our board will need to update our procedures and start holding board meetings at the school. There are limits to how many times a board member can join a board meeting virtually. Discussion to meet at Library or Gym.
- b. Annual Meeting – Since no board members are up for reelection and we are still within the founding board term, as well as no solid updates required, it was decided to give updates via website, email blasts and press releases.

XII. Authorizer Comments

No report

XIII. Discussion Items

- a. Special Board Meeting – With bids and proposals coming in on the kitchen, transportation, and cleaning, it was decided to hold a special board meeting on Thursday, July 20, 2023 at 6:00 p.m.

XIV. Closed Meeting – Personnel Discussion

Win closed the meeting at 6:57 p.m. without objection in his capacity as the board chair.

Win reopened the meeting at 7:09 p.m. without objection in his authority as board chair.

XV. Next meeting via Zoom. Regular monthly meeting is held on the first Thursday of the month at 6:00 PM. Moving to in-person meetings

- a. Thursday, August 3, 2023 – In-Person at School
- b. Thursday, September 7, 2023 – In-Person at School
- c. Thursday, October 5, 2023 - In-Person at School

XVI. Adjournment

Daryl moved, seconded by Kate, to adjourn the meeting. Motion passed. The meeting ended at 7:10 PM.