

# SWAN RIVER MONTESSORI CHARTER SCHOOL BUILDING COMPANY

December 18, 2018 at 3:45 p.m.

## MINUTES

- I. CALL TO ORDER** was made by Chairperson Freese at 3:58 p.m.
- II. ROLL CALL**
  - a. Board members present: Cotten, Savage, Freese
  - b. Board members absent:
  - c. Other attendees: Director Curtis
- III. APPROVAL OF MEETING AGENDA** – Motion to approve made by Cotten, 2<sup>nd</sup> by Savage. Motion carried unanimously.
- IV. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES 6/6/18** – Motion to approve made by Freese, 2<sup>nd</sup> by Savage. Motion carried unanimously.
- V. FINANCIAL REPORT**
  - a. Financial Update – Motion to approve made by Cotten, 2<sup>nd</sup> by Savage. Motion carried unanimously.
    - i. Checking Account Balance as of 12/17/18 = \$18,366.94
    - ii. Savings Account Balance as of 12/17/18 = \$23,249.42
  - b. Review of Bank Statements as of 9/28/18 (savings acct.) and 11/30/18 (checking acct.) – Reviewed. No questions or concerns.
- VI. NEW BUSINESS**
  - a. Appointment of Board President – Motion to approve Rick Freese as the Board President made by Cotten, 2<sup>nd</sup> by Savage. Motion carried unanimously.
  - b. Appointment of Matthew Savage to SRMCS Building Company Board – This was put to vote and then approved unanimously via email in August 2018. Freese suggested the board expand by at least 1-2 members. Curtis will continue to work on finding interested candidates.
  - c. Approval of FY18 990s – Motion to approve made by Freese, 2<sup>nd</sup> by Savage. Motion carried unanimously.
  - d. Replacement of Door Security System – Paid in full on 12.14.18. Total was \$860.00.
  - e. Painted Single Exterior Wall on 500 Maple Street Building – Paid in full on 9.6.18. Total was \$2,280.13
  - f. Installation of Additional Outlets – Paid in full on 9.6.18. Total was \$2,137.00.
  - g. Painted Interior of Chapel Space – Paid in full on 9.6.18. Total was \$2,557.66 (\$2,164.96 for labor and \$392.70 for materials).
- VII. OLD BUSINESS**
  - a. Completed Items on Capital Improvement List
    - i. New Carpet in 500 Maple Street Building – Board approved on 6.6.18. Paid in full on 8.6.18. Total was \$28,760.72.
    - ii. Installation of 3 Additional Security Cameras in 500 Maple Street Building – Board approved on 8.30.18. Paid in full on 9.25.18. Total came to \$2,289.70.
  - b. Outstanding Items on Capital Improvement List – Now that the major capital improvements have been made and the vendors are all paid in full, the board is choosing to not complete any more cosmetic building projects at this time. They wish to build their account balances back up for the next few months. The items below will be up for consideration at the next board meeting in early spring.
    - i. Replacement of floor in chapel
    - ii. Paint exterior of school portion of building
    - iii. Replace front and side exterior doors of 500 Maple Street building – This is no longer necessary now that the door security system is functioning well.
    - iv. Installation of canopy over carpool doors

**VIII. BOARD CORRESPONDENCE AND COMMUNICATIONS** – None.

**IX. REVIEW OF NEXT MEETING AGENDA** - Date, Time & Location of next Board Meeting – To be determined.

**X. MOTION TO ADJOURN** by Chairperson Freese at 4:25 p.m.