

CECI Board Meeting Minutes

Friday, November 4, 2022

I. Attendees: Andrea Murphy, Matt Gaudreau, Chelsea Sweiss, Brad Andres, Laura Gales, Allyson Willis, Bell/Ping Hu & Courtney Miller

- Reviewed Agenda
- Accepted Maari's resignation as President
- Discussed attendance per Bylaws
- Discussed Board meetings date/time- will need to follow up. For now meetings will remain via zoom.

II. Building Status (Matt G updating)

- Thompson Hall
 1. Received approx. 6 inches of water.
 2. All items removed from building during volunteer cleanup
 3. Cabinets/appliances and remediation needs to be completed
 - A. Per Brad A. recommendation and Chelsea S agreeing Brad A. will contact Bees Landscaping to complete remediation (Voted on by Board and unanimously agreed to proceed)
 4. Indoor AC and water heater ok
 5. Outdoor AC needs inspection
 6. Metal roof needs inspection although it appears in good shape.
 7. Doors and windows intact.
 8. Deck in good condition.
 9. Storage units under building need demo
 10. Destafano Engineering was used in April to assess structures. We would reach out to them first. Will depend on other assessments as well as contractors as they may have their own.
- Lower Building
 1. Received approx. 5-6 feet of water
 2. Items still remain in building (deemed unsafe for volunteers to remove)
 3. Significant damage to walls, flooring, and all contents
- Insurance
 1. Wind adjustor (Frontline Richard Ottney): Thompson Hall may only need remediation. Lower building will need to be stripped down to the studs.
 2. Flood adjustor (Advanced Colonial- Wright National Flood/FEMA Banks): Thompson Hall can be remediated. Lower building will need to be taken down to due to 50% rule. Buildings would be verified as one structure as they are attached by the deck walkway.
 3. Pictures of both buildings and land were sent to carriers.

4. Flood sent an email indicating we qualify for a \$30,000 advance. Either the person named on insurance policy or authorized person to sign financial documents can sign to authorize payment.
 5. Information was also provided on “increased cost of compliance” if CECI buildings need to be raised to meet code.
 6. Heidrick & Co are the insurance brokers
- Possible attempted theft for copper wires- Brad A. And Matt G noticed cuts into the walls of Thompson Hall. Board discussed creating police report.
 - Board discussed 50% rule of lower building (city makes final call), grandfathering the buildings in, and deeming the buildings historical.
 - Benchmark
 1. Deposit for previous remodel project (\$23,878)
 2. CECI still has an open contract for \$150,000 for remodel- Brian Wood (contact from Benchmark)
 3. Matt G. contacted Brian W.- CECI can cancel contract (minus some fees)
 4. Brian W. proactively put on hold CECI’s roofing material and vinyl siding
 5. Benchmark wants a retainer of \$30,000 for remediation
 6. Board discussed getting other contractor bids.
 7. Windows from remodel could not be canceled and are scheduled to be delivered. Laura G. May have storage room in her home’s lower level if Benchmark cannot store them.

III. Budget

Operating expenses/revenue reviewed from September Board meeting

1. Discussed immediate need for Financial overview and assessment
2. CECI should have minimum expenses at the time
3. No current estimates on rebuild costs or insurance payout at this time
4. Families who paid annual tuition in full should be refunded immediately

III. GoFundMe/Fundraising/Scholarships/Grants (Chelsea S was dropped from call and unable to record this discussion)

- Hurricane Ian GoFundMe
- Donations directly through CECI website
- Sanctuary
- CFI
- Scholarship status to families
- ARPA Grant: awarded \$33,920.04 (status)

V. Employee status

- Board discussed in detail options to keep Kerra on board. Ultimately decided to offer her a temporary position, hourly pay, possible health insurance, contingent on monthly board performance evals and a letter from Kerra explaining her previous email to all the recipients.

- Directors temporary job description- Laura G. and Brad W. will complete with Boards input and offer to Kerra via phone call.
- Status of Wanda's health insurance through 2022-Laura gathering information

VI. Housekeeping (Chelsea S. Was dropped from the call and unable to record this discussion)

- Change passwords
- Update names on accounts (Bank accounts, SunBiz, etc)
- Understand every account CECI is using (Dojo, Enrollsy, Bank accounts, insurance etc)
- CECI phone was turned off
- CECI email addresses (who is responsible for checking this)
- Mailbox
- Trash pickup
- Security of building

VII. Plan moving forward

- Set up sub-committees to complete all tasks
- Unable to vote on vacant Board positions due to members having trouble signing into Google call.
- Chelsea S. Will provide addendum to minutes once gathered from board members for the discussions she missed.