

# CECI Board Meeting Minutes

Nov 17, 2022

Ring Central platform used for meeting

## **Board members present on call:**

Andrea Murphy

Brad Andres

Chelsea Sweiss

Matt Gaudreau

Laura Gales

Courtney Miller

Allyson Parzero

## **Absent:**

Bella Hu

*These minutes summarize the discussion and action items of the CECI Board on Nov 17th at 5pm.*

## **I. Welcome and Roll Call**

Andrea Murphy, VP, called the meeting to order and conducted a roll call to determine a quorum was present.

## **II. Old Business**

- Kerra Pike declined the Board's offer of temporary employment. She will continue to be employed by CECI until Dec 1st, 2022 to transition over her responsibilities/access to accounts/etc. to the Board. Kerra Pike's current health insurance plan will terminate on Dec 1, 2022. The Board voted to terminate Kerra's position as Director.

A. Motion to approve: Andrea Murphy, Second- Brad Andres  
Vote: unanimous

B. Brad Andres suggested consulting with an employment attorney to review.

C. Laura Gales suggested consulting with a non-profit attorney to review.

D. Laura Gales will contact Attorney Christopher DeCosta ([chris@md-lawfirm.com](mailto:chris@md-lawfirm.com)) to follow up.

- The Board officially accepted Brook Weisberg's resignation of her Board position.
- The Board agreed to keep meetings every other week with the sub-committees reporting updates at these meetings. Dates and times will be variable to accommodate all Board members schedules.

### **III. New Business**

- Current vacant board positions were voted on. The President position was vacated by Maari Simcoxx.

Andrea Murphy, current VP, was nominated by Laura Gales.

A. Motion to approve: Laura Gales, Second: Matt Gaudreau, Vote: unanimous

B. VP position now vacant. Matt Gaudreau nominated Brad Andres.

1. Motion to approve: Matt Gaudreau, Second: Chelsea Sweiss, Vote: unanimous

- Building/grounds status: Brad Andres gave updates

A. Thompson hall demo has been completed. Lower building demo still in progress.

B. May need structural engineer to ensure the buildings are safe. Previously used structural engineer (DeStafano) now cannot take on new work.

C. Some trees and landscaping are being removed for safety.

D. Storage unit under Thompson Hall contains plastic chairs and coolers which may be salvageable. Needs to be cleared out.

E. Playground in decent shape.

F. Kerra to provide checks to pay demo crew.

G. Benchmark delivered windows from previous remodel project ( could not be canceled) and they are located under

Thompson Hall. The windows will need to be relocated (possibly to Laura Gales home) at some point.

H. Andrea Murphy has contacted David from DERO roofing for a roof quote.

I. Matt Gaudreau will call The Sanctuary to inquire if the \$150,000 donation towards the previous remodel of CECI can be used towards the rebuild. He will also inquire if CECI can use the money earmarked for Benchmark for another contractor if needed. Board agreed Benchmark would be the best choice if they are available and estimate is reasonable.

- Families who paid tuition in full have been refunded.
- Payroll: Kerra will input her hours into Gusto. Kelly Kopp/Matt Gaudreau will process.
- The Board agreed to apply for the SBA loan knowing that CECI is under no obligation to accept if approved.

A. The Bylaws need to be amended in order for CECI to take out a loan.

- Charitable Foundations of the Islands: Andrea Murphy provided updates on her call. She will attend the meetings which are currently set for every other week. CECI received a donation of \$25,000.
- Laura Gales is currently working on Public Assistance Grants and will explore other options through the Early Learning Coalition.

- Andrea Murphy will contact DCF to gather information on portable classrooms.
- Laura Gales will get updates from Kerra Pike on the ARPA grant status.
- Andrea Murphy will send an update email on CECI's progress to families.
- Chelsea Sweiss will send out sub-committees list for Board members to sign up.
- The Board discussed a possible Winter gathering with teachers and families.

#### **IV. Closed Session- Closed at 6:30pm**

#### **V. Addendum**

- Conference call on Nov 19th at 10am to vote on amending ByLaws.
- **Board members present on call:** Andrea Murphy, Brad Andres, Chelsea Sweiss, Matt Gaudreau, Laura Gales, Courtney Miller, Allyson Parzero, & Bella Hu.

A. The Board would like to amend the current ByLaws to allow the Board to take out loans on CECI's behalf. This amendment would be under the guidance of a licensed attorney.

1. Motion to approve: Andrea Murphy, Second: Chelsea Sweiss, Vote: unanimous.

a. Laura Gales will contact attorney for guidance.

B. The Board would like to amend the ByLaws to allow the CECI Board President as well as the Director the ability to sign checks and important documents. This amendment would be under the guidance of a licensed attorney.

1. Motion to approve: Andrea Murphy, Second: Matt Gaudreau, Vote: unanimous.

a. Laura Gales will contact attorney for guidance.

Closed call- Closed at 10:15am