

The Child Care Center in Norwich  
Board of Directors Meeting  
Monday, July 7 2008 :: 4 to 5:30 pm

Agenda

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**1. United Way Grant**

On June 30<sup>th</sup> we received notification from the Upper Valley United Way that we are the recipients of a \$14,157 grant. This exceeds last years amount (\$13,106) and is the first year that we have seen an increase since 2003. Based on our current Board composition we do not meet Upper Valley United Way's eligibility requirements. The specific requirement that we do not meet is stated as follows: "Are less than 14% of the Board members employees (or otherwise paid)". With our current Board consisting of 11 members including 2 paid staff, we currently have a ratio of 18%.

Short term concern:

are there any immediate steps that we can (and that we want to) take to become United Way compliant? If we decide to make no changes, the Executive committee feels that we are obligated to inform the Upper Valley United Way of our non-compliance. An initial draft of that letter of notification is included as an attachment.

If we are denied the grant money what impact will that have on the center and the families that we support? 100% of the United Way grant is used to fund our scholarship program. If we were to lose that money for the upcoming fiscal year our options could include:

a) diverting funds from another aspect of the center to fund the scholarships. Is there money available from other parts of our budget that could be diverted to the scholarship fund without adversely impacting the operation of the center?

b) providing fewer/decreased scholarships for the upcoming year. What impact would that have on families that were planning for those funds for the upcoming year?

c) increased fundraising to make up for the loss

Long term concerns:

a) are there issues related to the Center's image associated with not being eligible for Upper Valley United Way funding?

b) could the Center obtain this funding from other sources

c) is it in the Center's best interest to modify our Board Structure to meet the grant eligibility requirements.

## **2. Directors Report**

### **3. SubCommitte Proposal**

Based on the current number of Board members and the desire to not overwork our members we feel that it's best to focus our work with the following committees:

#### By-Laws

This committee will be tasked with reviewing our current by-laws and proposing changes. This effort will include not only board composition but also a review of standard and best practices for Boards of Directors. It is expected that this committee will actively solicit information/input from outside sources (attorneys, other local Boards) as well as internal sources (staff, parents/families, current board) when creating the new proposals. The Executive Committee and the Director will work closely with this team to assist in the development of goals and objectives for this committee and in completing the proposal.

*Members:* Carol, Rick, Neil, Laura

*Target completion:* End of Year 2008

#### Communication

This committee will be tasked with assessing the current deficiencies and issues with communication and providing to the complete Board of Directors recommendations to improve communication in the following areas:

Within the Board of Directors

Board to Staff/Staff to Board

Board to Parents/Families – Parents/Families to Board

Board/Center to Community

*Members:* Katie, Brystol, Jodi, Julie

*Target Completion:* End of Year 2008

## Finance

Out of the 3 proposed committees, this is the only one considered to be a 'standing committee', with no proposed target completion date.

The immediate concern with this committee is that we have a full understanding and coverage for the Fall Fundraising Campaign and the 2009 Tikes on Trikes Event. Given our turnover on the board, we want to make sure that we understand and can execute the steps necessary to ensure these two events are successful. Additionally, we'll keep informed of our monthly financial status.

Members: Marlene, Katie, Jennifer (Julie, Carol for Tikes on Trikes assessment)

Target completion: on-going

### **4. Board Training**

Given our large turnover, we feel that now is a good time to train everyone in the best practices of participation on a Board of Directors. Attached is the bio for Lizann Peyton (past CCCN Board President) who we feel would be an excellent facilitator for this.

I'd like to propose (bring to a vote) that we select Lizann for this training and that we determine the best date for the session. Please bring your calendars – our goal is to schedule a session with 100% attendance!

### **5. Tuck Day Of Service (Aug. 27)**

On August 27<sup>th</sup>, new incoming Tuck Students will participate in an event titled "Tuck Day of Service". This event provides small (or large) groups of new Tuck students the chance to assist local businesses with any items they may need. This event is not merely limited to 'physical work' – it could be any item that a business needs assistance with.

The Child Care Center is part of this program and in preparation of this event we would like to brainstorm any/all ideas as to how to best use the resources available to us.