

Meeting Minutes

Monthly Meeting
Board of Directors
Child Care Center in Norwich
Monday, October 6, 2014
5:30-7:00 pm

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Kristin Bornholdt-Collins, Jane LeMasurier, Allison Moskow (start of meeting), Bristol Rayno, Erin Salcone, Wendy Teller-Elsberg; Tuck Fellow Chloe Hansen-Toone; Center parent Paula Holwerda.

Absent: Board member Julie Stevenson.

Quorum present? Yes.

Minutes

1. **Discussion of letter from a staff member.** There was a half-hour discussion about this issue, and the Board will respond to the staff member by letter.
2. **Review Director's Report.** There was a discussion of fundraising status.
3. **Approval of September Minutes.** Kate made a motion to approve the September minutes. Jane seconded, and the minutes were unanimously approved.
4. **Fall Appeal Approval.** Allison C shared a draft of the fall appeal letter and it was generally approved. The letters will be distributed at the November board meeting, to be sent out by mid-November. A Google doc will be used again for sign-ups.
5. **Discussion on contributions to Blue Cross Blue Shield Insurance.** Allison C shared new information on insurance rates. Kelly, Karolina, Allison M and Chloe volunteered to accompany Allison C to meet with the health insurance broker for recommendations regarding the Center's plans for Center contributions.
6. **Easy-as-Pie Run planning:**
 - a. Each committee has nominated one person to give a 5 minute update.
 - b. PR. Kristin shared that PR is going well. Posters are up, and we have used a Google doc to track who is putting posters up where. Our banner is up at the corner of Church and Main on the MCS fence. It has been posted to the Hanover, Upper Valley and Norwich listservs. Chloe will can add the posting to the Lyme and Hartford listservs. Bristol created a Facebook event page. We cannot use the Child Care Center's Facebook page because we have two, and cannot take down the first one because the password is lost and the security info is in the hands of a defunct Board member. Bristol and Lisa will bring the registration list on the day of. Allison C emailed all families of the Center and Afterschool, and will put paper registration forms in every box. Kristin is also developing a sign to post at the Center; Paula can enlarge the poster and print two copies. The event is in the Valley News calendar.
 - c. Pie committee: Kristin is the point person. The cornerstone of the pie strategy is that we each donate 2 pies. We have also managed to secure some pie donations. In terms of labor, the registration people will help serve pie. Wendy will bring coffee (Boxes of Joe).
 - d. Route (start/finish line for both races): Point person for Fun Run will be Kelly. Point person for 5K will be determined this Saturday. Paula will map the route, with information from the Route committee. Cones and vests will be obtained from Doug Robinson. The road route will need 11 volunteers. Erin will figure out how many volunteers are needed for the Fun Run. Jane will email volunteers and ask them to arrive at Huntley Meadows at 12, and to have eaten lunch beforehand.
 - e. Registration: Registration point person will be Bristol. Allison will bring information on NCCC for display at registration

7. **Brief update on partnering with Northern Stage for A Christmas Carol:** Tabled until next meeting.
8. **Closing of Meeting.** The meeting was adjourned.

Next executive committee meeting Tuesday @ 1PM: October 28
Next board meeting Monday @ 5:30 PM: November 3

Upcoming Board meetings, all Mondays at 5:30 pm at the Center:
November 3, 2014
December 1, 2014
January 5, 2015
February 2, 2015
March 2, 2015
April 6, 2015
May 4, 2015
June 1, 2015 (Annual Corporation Meeting and Board Meeting)