

Board of Directors Meeting Minutes

Monthly Meeting
Board of Directors
Child Care Center in Norwich
Monday, November 3, 2014
5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Kristin Bornholdt-Collins, Karolina Ejmont, Kelly French, Jane LeMasurier, Allison Moskow (start of meeting), Bryistol Rayno, Julie Stevenson, Wendy Teller-Elsberg; Tuck Fellow Chloe Hansen-Toone; Center parent Paula Holwerda.

Absent: Board member Erin Salcone.

Quorum present? Yes.

Minutes

1. Director's Report

- **Staffing:** Bryistol shared that after 15 years at the Center, she has accepted a position at the Ray School as a one-to-one paraeducator. She will be leaving the Center and Board, although the Board welcomes her to stay! All best wishes and tremendous thanks to Bryistol for her phenomenal dedication to the Child Care Center over the years.
- **Insurance:** Allison, Karolina and Kelly met with the BCBS broker to get a better sense of health insurance options. They then surveyed staff regarding preferences, and received 3 completed surveys back. (Two surveyants felt that amount of monthly contribution was very important. There was no interest in HSAs. Two surveyants felt they wanted 2 to 3 choices; another surveyant wanted more than 3 choices.) At tonight's meeting, there was a discussion regarding the monthly contribution amount the Center would make per employee towards health insurance. The brokerage fee would be included in the contribution amount. An HRA is inadvisable, as there are tax implications and administrative burden involved. An HSA is an option to consider offering, but would entail administrative work for the center. The board felt that it was important to have more staff education around HSAs before offering those as an option, and to prepare the administrative capacity of the Center before considering the leap the the HSA model. The option of HSAs was tabled for a year. In terms of Center contributions to Standard plans, currently the center pays \$420 per employee monthly; \$20 of that is the brokerage fee. So an employee on the individual silver plan currently pays \$25 a month. The Board felt it important not to increase the amount employees must pay monthly by a shocking amount, even though plan costs are rising significantly this year. Thus the board looked at the current contribution a staff member on the individual Silver plan is currently making--\$25--and agreed to raise it by \$10 a month to \$35. The Center will increase its monthly contribution to make up the difference. Kate made a motion that all Standard plans will be available to staff, and that the Center will pay \$450 a month per employee, which includes the \$20 brokerage fee. (Staff choosing a plan which costs less than \$450 monthly will have their full premium paid by the Center, but will not receive the difference from the Center.) Allison M. seconded, and the motion was unanimously approved. Allison will inform staff about this change.
- **ACH at Ledard Bank.** Allison and Peter met with Ledyard Bank regarding the possibility of setting up Automated Clearing House (ACH). This would allow the Center to receive tuition, and to pay payroll payments, via automatic payments. If ACH were offered as a tuition payment method, families could still choose to pay via cash, check, or credit card,

although the Center might consider passing on the credit card fees to families paying by credit card. Wendy made a motion that the Center use the ACH services at Ledyard National Bank, and that Allison Colburn be appointed the point person for Ledyard to work with. Kate seconded, and the motion passed unanimously. Julie made a second motion, that the Center begin accepting ACH tuition payments as of 1/1/15, and that the Center pass on the cost of any credit card fees to families paying by credit card, as of the same date. Kelly seconded. The motion passed unanimously.

2. October Board Meeting Minutes: Correction and Vote. A corrected version of the Monday, October 6, 2014, Meeting Minutes were shared by email prior to the meeting. On the corrected version, Karolina and Kelly were added to the list of those in attendance. Kate moved to adopt the minutes as revised; Allison M seconded; and the minutes were unanimously approved.

3. Development

a. Easy-as-Pie. The fall fundraiser, a family run and 5K run followed by pie, were deemed a success! The event raised \$4800 for the Center, and the Board would like to make it an annual event. There was a lengthy debriefing at tonight's meeting, and Wendy added all suggestions for event improvements to the end of the Google document entitled Event Planning Document Easy as Pie Run. Wendy proposed that each committee integrate these suggestions into its section of the Google doc. Wendy is sending out the link to the document tonight; please let her know if you do not receive it. By the next Board meeting, each committee should please spiffy up its section into a usable format for future years, and delete those bullet-point suggestions relevant to your committee from the end of the document. Let Wendy know if you have any questions.

b. Other winter event (Northern Stage and/or storytelling): There was a discussion about possibilities for winter fundraising events. Kristin will follow up on an idea and report back to the Board.

c. Wine tasting date May '15. This topic was tabled due to lack of time.

d. Byrne Matching Grant Update/Construction. This topic was tabled due to lack of time.

4. Commitees: effective and efficient effort! This topic was tabled due to lack of time.

5. Teacher Appreciation Ideas. This topic was tabled due to lack of time.

6. Reserve Fund Efforts: Allison and Allison will send a draft of a letter to Wendy and then to the Board.

7. Fall Appeal: The sign-up list was distributed to Board members prior to tonight's meeting, and each Board member is asked to sign up for 40 contacts. ***Allison Colburn brought 10 envelopes to the meeting, each containing approx. 40 cards. One board member in attendance did not take home an envelope (there were 9 Board members present, but only 8 envelopes were taken home.) Please let Allison Colburn know if you did not get an envelope.*** Please personalize the cards and return them to the Center by 5:30 pm on Friday, October 21st..

8. Adjourn Meeting. The meeting was officially adjourned.

Next Board meeting: Monday, December 1, 5:30-7:00 pm at the Center

Next Executive Committee meeting: Tuesday, November 25, 2:00-3:00 pm at the Center

Next executive committee meeting Tuesday @ 1pm: November

Next board meeting Monday @ 5:30 PM: December

Upcoming Board Meetings, all 5:30 pm at the Center:

January 5, 2015

February 2, 2015

March 2, 2015

April 6, 2015

May 4, 2015

June 1, 2015 (Annual Corporation Meeting and Board Meeting)