

Board of Directors Meeting Minutes

Board of Directors
Child Care Center in Norwich
Monday, February 9, 2015
5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Paula Holwerda, Brystol Rayno, Wendy Teller-Elsberg; Tracey Martino-Hsu, Tuck Fellow Chloe Hansen-Toone.

Absent: Board members Kristin Bornholdt-Collins, Kelly French, Jane LeMasurier, Allison Moskow, Erin Salcone, Julie Stevenson.

Quorum present? No.

Minutes

1. **Director's Report.** Allison Colburn shared a few additions to her monthly report. Rob is going to start construction work the last week in February, and anticipates the work will take a couple of weeks. Mitch is settling very well into the role of Afterschool lead teacher. Worker's compensation insurance is unfortunately charging the Center a higher rate due to a recent claim.
2. **Approve minutes:** This item was tabled due to lack of a quorum.
3. **Wine event planning:** Tabled due to lack of quorum.
4. **Nominations for new board members:** Karolina is moving. Wendy shared that she will serve on the Board through June 2015. Allison Moskow let Allison C and Kate B know at the December meeting that she no longer will serve as Co-Chair or on the Executive Committee but will continue to serve on the Reserve Fund Committee through the summer. Brystol shared that she is not sure how long she will stay on the board. Kate shared that it would be great if all board members could think about possible new board member ideas. Center parents, as well as community members, would be appreciated. It would also be good to improve the gender balance on the board by having some men on the board. Kate mentioned that some local businesses give their employees paid time to serve local non-profits. Please let Kate know if you know of any employees of companies that offer this opportunity to their employees. Please let Kate or Allison C know as well if you have other ideas about potential board members.
5. **Exit interview report:** Largely tabled due to lack of quorum.
6. **Committee sign up:** With Wendy departing in June, Allison M will need a companion on the exit interview committee. Other committees may also need to be filled. Board members, a draft of committees is here:

a. <https://docs.google.com/document/d/1H0a6ltpbmoZYPodsYcJGW8vyxziCUdN58mGjUr3nErc/edit?usp=sharing>

7. **Board retreat:** Allison Colburn shared that after her last meeting with the exit interview committee, the conversation evolved into a broad discussion about the need for the board to have some in-depth conversations around:

- . how the Center can address the systemic issue of staff time
- a. the future of the Center's administration, with Allison's retirement possible over the next five years
- b. the structure of the Center's administration--possible models given workload and budget

This meeting will need to be facilitated with clear objectives stated. Lizann Peyton might be a good candidate for this role if she is still in the area.

Upcoming Meeting Dates

- **Next Executive Committee Meeting: 1 PM, Tuesday, February 24th**
- **Upcoming Board Meetings, all 5:30 pm at the Center:**
 - March 2, 2015
 - April 6, 2015
 - May 4, 2015
 - June 1, 2015 (Annual Corporation Meeting and Board Meeting)