

Board of Directors Meeting Minutes

Board of Directors
Child Care Center in Norwich
Monday, March 2, 2015
5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Kelly French, Paula Holwerda, Jane LeMasurier, Tracey Martino-Hsu, Bristol Rayno, Erin Salcone, Wendy Teller-Elsberg; Julie Stevenson; Tuck Fellow Chloe Hansen-Toone. CCCN parents Julia Rabig, Lindsay Coker.

Absent: Board member Kristin Bornholdt-Collins.

Quorum present? Yes.

Minutes

1. Director's Report
 - a. Allison Colburn shared an update on staffing. There are currently two openings: a nursery position and an afterschool position. Tracey suggested adding these openings to the Facebook page.
2. Approve minutes (January and February)
 - . Paula made a motion to approve the January minutes. Tracey seconded, and the motion was unanimously approved.
 - a. Kate made a motion to approve the February minutes. Kelly seconded, and the motion was unanimously approved.
3. Wine event planning, Wednesday, May 27th
 - . Kate will contact Dan Fraser and will let the board know what needs to be done in terms of ticketing and publicity.
4. Nominations for new board members.
 - . None at this time.
5. Board member recruitment
 - . Kate reminded the board that we are actively seeking new members.
 - a. There was a discussion about how best to find a staff member to fill Bristol's position on the board.
6. Exit interview report
 - . Wendy shared the following:
 - i. she and Allison Colburn (the current Exit Interview Committee, or EIC), recently conducted exit interviews with outgoing staff people Bristol Rayno and Mary Peters. Following each interview, the EIC debriefed Allison Colburn on themes that emerged.
 - a. Allison C then shared with the board that the major theme emerging was staff planning time, which ties into the question of the financial and scheduling structures of the Center.
 - b. There ensued a rich discussion about overarching questions facing the Center, and the appropriate venue(s) for thinking through answers. Options on the table are a retreat; a strategic planning committee (which might come out of a retreat) which could pull in expertise from community members as needed; or both.
7. Board retreat
 - . There was a discussion about the timing, duration, purpose and planning of a board retreat which would address the long-range plan for the Center's administration and management. There was agreement that a 1-day retreat could be fruitful. Chloe will set up a Doodle scheduling survey.
8. Committee follow up and action plan

- . Exit Interview Committee: Paula will join the committee.
- a. ED Review Committee: Jane will join Wendy on the committee, and will seek a co-member as of June to replace Wendy. Wendy will give her input on the process before leaving the board.
- b. Social Media: Tracy and Paula, along with Chloe, constitute this committee.
- c. SWOT committee: This really may now be morphing into a long-range planning committee. Membership to be determined.
- d. By-laws: Erin Jacobsen, Julie, Erin S.

Upcoming Meeting Dates

- **Next Executive Committee Meeting:** 1 PM, Tuesday, March 31, 2015
- **Upcoming Board Meetings, all 5:30 pm at the Center:**
 - April 6, 2015
 - May 4, 2015
 - June 1, 2015 (Annual Corporation Meeting and Board Meeting)