

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, May 4, 2015

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Mandy Bean (elected at start of meeting), Kristin Bornholdt-Collins, Kelly French, Paula Holwerda, Jane LeMasurier, Julia Rabig, Brystol Rayno, Erin Salcone, Wendy Teller-Elsberg, Patrick Wheeler (elected at start of meeting); staffperson Hannah _____; outgoing Tuck Fellow Chloe Hansen-Toone; incoming Tuck Fellows Jim Harig and Morgan Holl.

Absent: Board member Julie Stevenson; Board member Tracy Martino-Hsu (participated in parts of meeting by video call).

Quorum present? Yes (at start of meeting, 9 out of 11 Board members present; at end of meeting, 11 out of 13 Board members present).

Minutes

1. Election of new Board members Mandy Bean and Patrick Wheeler.
 - Those present introduced themselves; potential new members described their professional work and interests, and expressed an interest in joining the Board.
 - Kate made a motion to elect Mandy Bean and Patrick Wheeler to the Board of Directors. Erin seconded. The motion was unanimously approved; welcome to the Board, Mandy and Patrick!
2. Director's Report
 - Allison gave an update on her report. Rob Snyder has arranged for the center to have an energy update with Efficiency Vermont. The building is highly energy inefficient, so improvements could assist with financial savings as well as with comfort.
 - Act 62/Act 166 are going to be covering the cost of some hours at the Center for some Norwich children, including 5 children completely new to the Center. Most of the children receiving this tuition coverage will be at the Center for more than the 10 hours weekly covered by the state funding.
 - Brystol will be back working at the Center this summer!
 - Erin shared that on behalf of the Center she has gotten a card and gift for Krista, who has just returned to work after having her baby. Congratulations to Krista and her family!
3. Approval of March and April 2015 Board meeting minutes.
 - Kate made a motion, Kelly seconded, and the March 2015 minutes were unanimously approved.
 - Erin made a motion, Jane seconded, and the April 2015 minutes were unanimously approved.
4. Introduction of Tuck Fellows Morgan Holl and Jim Harig, Tuck 2016.
 - Tuck School of Business students Morgan Holl and Jim Harig officially joined the Board as Tuck Fellows, and shared a bit about themselves and their interests with the Board. Welcome, Morgan and Jim!
5. Wine tasting fundraiser update
 - Please fill in any tickets you sell, whether via the Center or personally. This can be done on the [google doc](#) Chloe created.

- If at all possible, get email addresses for all those you sell tickets to, and add them to the same [google doc](#).
6. Brainstorm of documents to move to shared online folder
- Chloe has been working on allowing the board to access a parent folder in Google Drive. Each person will be invited by the email address childcare@childcarenorwich.org to view or edit the documents. Bookmark the folder (“Board of Directors”) and then go to it whenever you want to view or edit collective documents. That will allow continuing access as Board membership changes. Members leaving the board will be removed from the access list, so that access will stay current. Wendy will need to switch ownership from her own gmail to the ‘childcare’ address with Chloe’s help. Chloe will send out detailed instructions. Again, when you make a new google doc, do not do it through your own email account. Do it through the folder.
 - Brainstorm of documents to go into the shared folder:
 - Easy as Pie playbook
 - Tikes on Trikes folder
 - Jane recommended creating a master list for fundraisers.
 - By-laws
 - Process for ED review
 - Letters, e.g. annual letters to staff
 - everything from Wendy’s computer folder
 - exit interview documents
 - Kate’s write-up of Board job descriptions
 - list of committees
 - Where to Advertise--to use with all events
7. Ideas for June annual meeting to which all parents/staff are invited to attend
- The June meeting is a meeting of the CCCN Corporation, of which all parents and staff are members. Usually attendance is quite low and it becomes in effect a board meeting.
 - Agenda ideas:
 - talk on history, philosophy, and structure of the center
 - NAEYC
 - Teaching Strategies Gold--why it’s worth it
 - educational elements
 - Erin’s early childhood power point
 - Let’s Grow Kids--Kelly
 - update on how the center is doing
 - security/safety renovations
 - accreditation
 - Acts providing tuition funding
 - could include status of items that came up in SWOT brainstorm last year (strengths, weaknesses, opportunities, threats)
 - share current status of long-range planning/retreat overview
 - elections:
 - election of any new board members
 - re-election of existing members to 2-year terms (staggered)
 - Board meeting (follows the Corporation meeting)
 - election of officers
 - set new time for executive committee meetings
8. Parent information board
- Paula shared that as a result of the survey responses, the Board is working on increasing the communication among Center staff, parents, Board members, and community members.
 - Paula shared a mock-up of a poster that would include current news, a stuff-swap announcement area, a reminder about our Facebook page, posters for current events, monthly profile/interview with a teacher; and other timely news.
 - Allison C said the critical element would be keeping up with it.

- Allison C said the vestibule might be a nice place to put it.
- 9. Update re provider appreciation week/day
 - There was a discussion about provider appreciation week.
 - For next year, an idea is to use a 2-question google survey to parents, like: 1) teacher's name 2) one compliment
- 10. Adjournment
 - The meeting was adjourned.

Upcoming Meeting Dates

- **Next Executive Committee Meeting:** 1 PM, Tuesday, May 26, 2015
- **Upcoming Board Meetings, all 5:30 pm at the Center:**
 - June 1, 2015 (Annual Corporation Meeting and Board Meeting)
 - July 6, 2015
 - September 7, 2015
 - October 5, 2015
 - November 2, 2015
 - December 7, 2015
 - January 4, 2016
 - February 1, 2016
 - March 7, 2016
 - April 4, 2016
 - May 2, 2016
 - June 6, 2016 (Annual Corporation Meeting)