

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, November 30, 2015

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kristin Bornholdt-Collins, Mandy Bean, Kelly French, Paula Holwerda, Jane LeMasurier, Tracy Martino-Hsu, Melanie Michel, Erin Salcone, Inda Vibrianty, Patrick Wheeler

Absent: Board Members Kate Barlow, Julia Rabig; Tuck Fellows Jim Harig, Morgan Holl

Quorum present? 10 out of 12 at end of the meeting. (A quorum is present when more than 50% of Board members are present.)

Minutes

1. Approve September, October, and November Minutes

- **September:** Kristin made a motion, Patrick seconded, and the motion was unanimously approved.
- **October:** Kelly made a motion, Paula seconded, and the motion was unanimously approved.
- **November:** Erin made a motion, Kristin seconded, and the motion was unanimously approved.

2. Review Director's Report

- VT Health and Human Services annual licensing visit occurred today, November 30th. Two licensers made observations in the classrooms and checked compliance records. They had wonderful things to say about the staff and system changes. We will need to follow up on a few things, including more information about the cleaning products we use. Overall, they were happy with our compliance, staff child ratios, & staff/child interactions.
- Normal process with United Way
- Keith will attend the selectboard meeting to represent CCCN on Wednesday December 3rd.

3. Fall Appeal Update

- There are still a few outstanding names of people who need letters. Allison will go through the list on Tuesday and reply to the Board. Members should complete letters by the end of the week.

4. Staff/Board Holiday Party Details

- Tuesday December 8 at 5:30pm. If anyone can arrive at Erin's house early to help with setup, that would be appreciated. There are staff allergies – no nuts. Feel free to bring ice-breaker/conversation ideas to the party.
- Total number ~12 staff & 10 Board Members

5. Date/Time for Easy-As-Pie 2016

- Feedback: nap time (2pm) is a hard time. Only other option is Saturday morning.
- Tentative date and time: October 1, 11am @ the Gazebo on the Green
- Erin will speak with Doug and Jill about details/potential conflicts, etc.
- To Be Confirmed at January meeting

6. Review 2016 Calendar & Goals for next few months

- Northern Stage on March 10th
- Tuck Project update

- Exit interviews will be updated

7. Adjournment

- Meeting was adjourned.

Upcoming Meeting Dates

- **Upcoming Board Meetings, all 5:30pm at the Center**
 - January 4, 2016
 - February 1, 2016
 - March 7, 2016
 - April 4, 2016
 - May 2, 2016
 - June 6, 2016 (Annual Corporation Meeting)