

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, July 6, 2015

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Kristin Bornholdt-Collins, Kelly French, Paula Holwerda, Jane LeMasurier, Tracy Martino-Hsu, Hannah Nadeau, Erin Salcone, Patrick Wheeler; Prospective Board Members Jason Loomis, Melanie Michele, Inda Vibrianty

Absent: Board members Mandy Bean, Julia Rabig; Tuck Fellows Jim Harig, Morgan Holl

Quorum present? Yes (9 out of 11 at the start of the meeting. A quorum is present when more than 50% of Board members are present.)

Minutes

1. Review Director's Report
 - Allison and/or Paula will advertise new employment positions on the facebook page.
 - The Center did not receive as much money as requested from United Way. Allison explained that this number fluctuates at the whim of those making the decisions. United Way is moving beyond direct service support and is instead supporting more community service events.
 - Patrick pointed out the 974% typo under Red Room enrollment.
 - Allison explained that lower enrollment is due to the fact that it's summertime; numbers begin to level out at the end of the summer.
 - The Board will send a thank you to Tony for fixing the driveway. Paula will thank him on facebook.
2. Approval of June Minutes
 - Patrick made a motion, Erin seconded, and the motion was unanimously approved.
3. Discussion on Annual Meeting Format
 - Kate solicited feedback on the annual meeting:
 - Jason commented that the presentations went well and that he appreciated being reminded of the mission of the Center. Kristin agreed, the presentations were nice, short, and informative.
 - Allison is glad to have early education topics presented to parents and staff.
 - Kate thanked Hannah for explaining Teaching Strategies GOLD.
 - Patrick inquired about brainstorming new ways to engage parents to attend future meetings. How much info should the Board send out ahead of time? Should the Board provide an incentive?
4. September 27, 2015 Easy As Pie Family Fun Run
 - The playbook is on the Google Drive. It would be best if sub-committees could meet soon. Jane will create a new committee sign-up and "to-do" sheet, which will be available to read and edit in the Drive.
 - Erin gave a recap of last year's event, including what went well and what we could improve upon as we move forward. The Board is happy with the outcome, but the focus will remain on increasing outreach.
 - Time confirmation: 2pm, as long as it can be confirmed with constituents.

- Cost confirmation: \$15 per person; \$25 per family. The price will stay the same this year. As the event grows the Board can discuss bringing the price down.
- Committees:
 - Day-of-Event Point person: Erin
 - Publicity: Paula, Kristin. This should include reaching out to more alums via facebook, direct emails, etc.; Kate will look into whether or not we're allowed to target the college.
 - Route/Run: Patrick, Kelly
 - Patrick suggested talking with TomTom, since they make running specific gear. Perhaps they will sign on as a sponsor or be willing to provide volunteers.
 - Teenaged volunteers should not be placed on the course.
 - Registration and Prizes: Kate, Hannah
 - Allison suggested giving numbers or bibs to runners this year to help identify who is participating in the race. Jason will look into what the town of Strafford uses for their 4th of July run.
 - There was a reminder to recruit other parents in the Center to serve on Fun Run committees.
 - Volunteers should have distinguishable t-shirts .
 - Kate will check to see how many Be Fit water bottles they have available. Kristin noted that they were useful because water is an issue at this event.
 - Winners will be recognized better this year, including putting up a real finish line and making an announcement at the start of the run that there will be prizes. Specific categories and prizes are still to be determined.

5. Fall Board/Staff Fun Event

- This event will ideally allow the Board and staff to get to know each other better and provide a chance for Board members to give thanks. Kate asked for suggestion for what type of event might be fun for staff. Hannah will poll staff interest and report back.
- Kristin discussed combining this event with the Dan & Whit's wine event. It was suggested this might be something we could do in addition.

6. Ideas for Putting Board Retreat into Action

- Strategic planning committee: Julie Stevenson, Brystol, and Kristin will get this moving forward.
- General agreement that many good ideas came out of the retreat; now we need to figure out how move into the implementation stage.
- Event Calendar: Tracy is willing to put this together as a spreadsheet within Google docs. Board members will brainstorm what events need to go into this calendar and send Tracy a list. Tracy will also work with Allison to put these events into Allison's executive calendar.

7. Tuck Fellows Project Suggestions

- Jim and Morgan, our two new Tuck interns, will be returning to the Board in September and need a project that will engage them and benefit the Center.
- The Executive Committee made the first suggestion, which is to analyze the sliding fee scale to come up with a system that would allow the Center to transition over to a new software program. Currently the Center is unable to use a software program due to the complicated nature of the fee scale. Allison insisted we need something that is less homegrown, but still meets the the mission, goals, and philosophy of the Center. It's a large task, but with two Tuck students it's manageable.
- Kate and Patrick will work together on a plan and send it to Allison.

8. Adjournment
- The meeting was adjourned.

Upcoming Meeting Dates

- **Upcoming Board Meetings, all 5:30 pm at the Center:**
 - August 3, 2015
 - August 31, 2015 (to replace September meeting)
 - 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)