

## Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, November 2, 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, Melanie Michel (as of end of meeting), Erin Salcone, Inda Vibrianty, Patrick Wheeler; Tuck Fellows Jim Harig, Morgan Holl

**Absent:** Board Members Mandy Bean, Tracy Martino-Hsu, Julia Rabig

**Quorum present?** 9 out of 12 at end of the meeting. (A quorum is present when more than 50% of Board members are present.)

### Minutes

#### 1. Tuck Fellow Project: CCCN Fee Structure

- Morgan and Jim presented an outline for how they will analyze the Center's current fee structure and formulate a more operable plan to be implemented by 2016.
  - Background information:
    - The Center's fee structure is complicated and prone to mistakes by nature of variables within the organization.
  - Timeline:
    - First step is to understand the baseline structure as it stands today. By the January Board meeting, Morgan and Jim will give the Board options for moving forward, with the hopes of settling on a new structure by February.
    - Changes will be implemented for the next fee year (fall 2016).
    - **Final Fee Structure should be decided by Board vote.**
  - Main Objective:
    - Goal is to make it easier on CCCN in regards to the administrative burden so that Allison is not the only one who knows how the system works. It is also important to make the fee scale more transparent.
  - Challenges to the Structure:
    - Technological challenges are a smaller aspect of the problem. There are several variables to consider. Morgan and Jim will create an excel so that Allison & administrative staff can use and integrate with payment system.
    - Revenue stream needs to stay the same. However, in terms of admissions we need to be socio-economically sensitive.
    - 2:30 pickup to meet the needs of the families who are just looking for the preschool experience as opposed to families who have a full-time work schedule.
  - Other considerations:
    - the Center should give parents time for input/reaction.
    - Board members can assist as parents/former parents; any thoughts would be appreciated.

#### 2. Fall Appeal

- All will update the list and have these letters returned to the Center within the next two weeks.

#### 3. Review Director's Report

- Septic pump needed updating. Budgeted work has been completed.
- Send a tax receipt to Webster & Donovan for fixing the driveway. Thanks, Graham!
- Health Care
  - There will be a 5% increase to costs.

- Last year the Board made a decision to cover \$430/month, which means staff contributes \$36/month. If we keep staff contribution at \$36/month the center will need to pay \$448/month, which is less than what we budgeted.
- Question to Board:
  - Do we keep the staff contribution the same or do we ask staff members to contribute more, since the center will contribute more. This creates a sense of shared responsibility.
- Considerations:
  - Out-of-Pocket expenses will go up \$100, some of the co-pays will go up by \$5. Not huge changes, but someone who uses the plan heavily will notice them.
- Options to Consider:
  - the Center doesn't increase the staff's share and we communicate that we aren't passing along the cost. Or the Center does increase the staff's contribution and let them know we are also seeing an increase.
- Reasons not to Increase:
  - The Center is still under budget
  - Good health insurance continues to be a very high priority for Staff
  - By not raising the costs we can save the morale of Staff at the Center
- Patrick made a motion that the Board will not increase the staff contribution. Erin seconded the motion, and the vote was unanimously approved.
- Erin and Kate will send a letter to let Staff know about this and the reasons for it.
- For the future the Board should consider creating a Finance Committee that can take time to look at major financial issues and spend time researching and reviewing.
- Selectboard meeting: Melanie's husband, Keith Fossett, will attend the Selectboard meeting to represent CCCN funding request.

#### 4. Approve September and October Minutes

- Tabled until next meeting.

#### 5. Fundraising

- Discussion of Northern stage Proposal
  - Proposal #1: 30% of full price single ticket sale; Proposal #2 receive discount group sale and 25% off ticket sales.
  - Board decides to go with Proposal #2, at \$5 off per ticket. The Center will receive 25% of total ticket sales.
  - Hound of the Baskervilles is the best timing and content.
    - Thursday, March 3rd.
    - Kristin will inform Northern Stage of our choice and will ask if we can block off in two different price sections.
- Wine Tasting
  - Scheduled for June 8th
  - We have committed to purchasing 35 tickets. Should look into what kind of wines will be offered. Melanie will check in with Dan as we get closer.
  - The Center will cover the cost. Money is needed by May 1st.

#### 6. Exit interviews

- Paula and Kristin met with Laura and plan to meet with Hannah. They will then meet with Allison and bring interview summaries to the Board at the next meeting.

#### 7. Staff/Board Holiday Party

- 2nd Tuesday in December (the 8th) @ 5:30 by Invitation. Erin will create a paper invitation and include an RSVP.
- Board Member potluck -- Tracy has created an excel sheet for Board members to fill in what they will bring. There should be vegetarian options that are labeled as such.
- Allison will have a caterer provide the appetizers.
- Use Board funds to get a small gift for each staff member.

- Staff Board Member Recruitment -- mention at Staff/Board Holiday party
8. Google Calendar
- We need to have a calendar on the Drive as soon as possible.
9. Long Term Planning Committee
- Kate will follow up with Lizann Peyton who met with us this summer. This remains an urgent need.
10. Vote of New Member to the Board
- Erin made a motion to vote Melanie Michele onto the Board. Kelly seconded the motion, and the vote was unanimously approved. Welcome, Melanie!
10. Adjournment
- Meeting was adjourned.

### **Upcoming Meeting Dates**

- **Upcoming Board Meetings, all 5:30pm at the Center**
  - November 30, 2015 (to replace December 7th meeting)
  - January 4, 2016
  - February 1, 2016
  - March 7, 2016
  - April 4, 2016
  - May 2, 2016
  - June 6, 2016 (Annual Corporation Meeting)