

## **Board of Directors Meeting Minutes**

Child Care Center in Norwich

Monday, October 5, 2015

5:30-7:00 pm at the Center

### **Attendance**

**Present:** Executive Director Allison Colburn; Board Members Kristin Bornholdt-Collins, Kelly French, Paula Holwerda, Jane LeMasurier, Erin Salcone, Patrick Wheeler; Tuck Fellows Jim Harig, Morgan Holl; Potential New Member Melanie Michel

**Absent:** Board Members Kate Barlow, Mandy Bean, Tracy Martino-Hsu, Hannah Nadeau, Julia Rabig, Ina Vibrianty

**Quorum present?** 6 out of 12 at the start of the meeting. (A quorum is present when more than 50% of Board members are present.)

### **Minutes**

#### 1. Approve September Minutes

- Quorum not present. September minutes will be approved in November.

#### 2. Review Director's Report

- Enrollment is up, but staff still remains low. 2 full time positions need to be filled.
- Norwich Selectboard meeting on December 2; must find a board member to attend. Melanie Michel (or her husband, Keith Fossett) has volunteered to attend. Thanks, Melanie!
- Byrne Foundation -- Center received \$15,000 and an additional challenge grant of \$10,000. Paula will highlight the challenge grant in the Fall Appeal.

#### 3. Easy-As-Pie recap

- Need to consider which day we choose to host the event. This year we competed with a children's show at the HOP. Fall weekends are busy so there will always be other events taking place. Is the 2pm time slot on a Sunday afternoon the best for families?
- Numbers were identical to last year; however, runners consumed much less pies/cider (due to warmer weather).
- As we move forward with the event:
  - Allison needs support creating an online signup solution. This will help monitor numbers prior the event. Included in registration should be a place to donate to the Center. We could also include a box that allows people to tell us how they heard about the event.
  - Increase the price for day-of sign up to encourage people to register early.
  - Contact potential prize-givers sooner in the year so that we can advertise what people can win. For next year, we should also acknowledge the winners better -- do an actual award ceremony.
  - Include "Bake Sale" in the promotions so that people know to bring money. We could also include a bib number Raffle.
- No expenses for the race. All was covered by donations.
- Further questions to consider:
  - Do we make the event more serious to try to target "elite" runners? Should we find a potential corporate partner for the event?

#### 4. Fall Appeal Details

- Final approval -- Paula will add final touches and have it printed by November.
- Jane will add a list of names to the Google Drive and notify members when they can make their choices. This should happen before the November meeting.

- Letters will be available at the November meeting; this gives members two weeks to write personal notes. Letters should be in the mail by the middle of November.
5. Other Winter/Spring Fundraising Ideas
- Mary Poppins is the December show at Northern Stage this year. Kristin will contact them to find out if we can partner again.
  - Dan & Whit's Wine Tasting -- best to try to do it in late winter/March. Melanie will contact Dan about the fine details.
  - Paula will research the potential Amazon code for the Center.
  - Salaam -- Kate is the point person for this.
  - Circus Smirkus has a fundraiser arrangement. The former Board President is highly connected to everyone within the Circus and would be a good contact for us.
  - Center Directory -- Melanie will speak with the Marion Cross PTO and report back at the November Board meeting. Need to consider an electronic version because admissions at the Center is rolling.
6. Discuss Exit Interviews
- Hannah, Andrew, & Laura are still pending
  - Process needs to be structured in such a way that an exit interview is offered immediately after a staff member gives notice of resignation. Allison will ideally notify the committee immediately and the committee will schedule an interview as soon as possible.
7. Staff/Board Social Event
- This is a good way to build a relationship between staff and board, even if not many people show up. The sentiment goes a long way.
  - The Board could host during the 2nd week in December (Tuesday, December 8th) to take place of the staff Holiday Potluck Party. Members should consider a party theme.
8. Strategic Planning Committee
- Confirmed members? We need to follow up with Julie Stevenson and Allison M. Allison C will contact Jeff Robins and Linda Shumanski.
9. Adjournment
- Meeting was adjourned.

### **Upcoming Meeting Dates**

- **Upcoming Board Meetings, all 5:30 pm at the Center**
  - 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)