

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, August 30, 2015

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Mandy Bean, Kristin Bornholdt-Collins, Kelly French, Paula Holwerda, Jane LeMasurier, Hannah Nadeau, Patrick Wheeler, Inda Vibrianty

Absent: Board members Tracy Martino-Hsu, Julia Rabig, Erin Salcone; Tuck Fellows Jim Harig, Morgan Holl

Quorum present? Yes (8 out of 12 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
 - Erosion in the driveway continues to be an issue. Allison is getting an estimate for a driveway repair that includes proper ditching for a long-term fix.
 - Fingerprinting of staff will be a necessity. Staff will have to go to the Hartford Police Department to obtain these.
 - In regards to hiring updates, the Center still needs 1 float and 1 teacher to work 2 days per week in afterschool.
2. Approve August Minutes
 - Patrick made a motion, Kristin seconded, and the motion was unanimously approved.
3. Fun Run Planning/Committee Updates
 - News from the Pie front: there is a running pie list on the Google Drive and everyone should update information there. Our aim is for 50 pies and we will include a bake sale at the end of the run. Board members should plan to bake or buy two pies to contribute to the event.
 - Each Board member should plan to find volunteers to help during the run. Kate has emailed YIA to find out if they can help. Volunteer names and placement can be entered into the document on the Drive.
 - Kristin will post to the Drive a list of where members will hang posters.
 - Paula is updating the registration form. Some will be printed and left in the Center. Parents can also go to the website to register or call the Center. The registration form for the website needs to be saved as a jpeg.
 - The banner is currently being updated. We will arrange who will help hang it and when it will be hung.
 - Kristin has updated the official blurb to distribute to friends and family. It has been saved in the Drive. All members should read the document and make edits as needed. Invitation emails should go out as soon as possible.
 - Lisa needs to be updated on the registration process and should have a stack of forms available in her office. Kate will write a note to parents and teachers to let them know the Fun Run will be happening again this year.
 - We are still in the process of collecting prizes from various sources. If we don't procure enough prizes we can decide if we would like to save pies to give as prizes again this year.
 - We need to remember to thank those who donate pies/prizes/cider!!
 - In regards to bibs and timing device, Jane will email Jon Stableford in Strafford to find out about using it and what we are required to buy in order to use it. Plan B is to use the bibs Paula can create herself. Since we will use bibs we will no longer need stamps.

- The volunteer list is saved in the Google Drive and needs to be updated for this year. All members should add names and emails to this list so that an official letter can go out before the run. Included is a list of tasks and placements for our volunteers. Names should be added to this as well.
 - Kate will contact Chad Finer about photographing the event. Paula will also ask a friend. A blurb should be included on the registration form that photos might be used for future PR and it should include a place for runners to opt out of this.
4. Election of New Board Member
 - Kate made a motion to elect Inda to the Board. Kristin seconded, and the motion was unanimously approved. Welcome, Indah!
 5. Staff/Board Meeting Planning
 - Kate will set up a doodle for dates that might work for Erin to host an event at her house. All agreed it would be best to choose a date and then let the staff know.
 6. Fall Appeal Design
 - Paula will take the lead on designing the fall appeal. Photographs are more motivating than artwork. Message should remain simple and we should connect them with the first sentence. Jane will help with messaging. If anyone has ideas contact Allison or Paula.
 7. Strategic Plan
 - No major updates at this point, but we need to move forward with this.
 8. Adjournment
 - Meeting was adjourned.

Upcoming Meeting Dates

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