

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, January 4, 2016

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Kate Barlow, Kristin Bornholdt-Collins, Mandy Bean, Kelly French, Paula Holwerda, Jane LeMasurier, Melanie Michel, Julia Rabig, Inda Vibrianty; Tuck Fellows Jim Harig, Morgan Holl

Absent: Board Members Erin Salcone, Patrick Wheeler, Tracy Martino-Hsu

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. Director's Report

- The Center is pre-qualified for United Way. Allison will start on the application next week.
- Report from the Exit Interview Committee: no surprises, nothing that Allison was unaware of. All interviewed staff members were positive. Laura would like to see more meetings among the preschool teams.
- Donations continue to filter in for the Fall Appeal. The Byrne challenge deadline is set for September and we are halfway to our goal. We will need to brainstorm about another fundraiser or consider doing a direct one-to-one ask. We are running about \$2000 behind where we were at this time last year. Allison will include info about this in the next newsletter.
- Amazon.smile: the hardest part is getting people to begin using it. Paula will put together a poster to hang in the Center and Allison will add it to the next newsletter. We should also put it on facebook.

2. Approve December Minutes

- Melanie made a motion, Kristin seconded, and the motion was unanimously approved.

3. Tuck Update

- Jim and Morgan have not met with Allison and Jeff Robbins yet. Jeff is willing to provide input because he would like to make changes to the college fee structure, and he has experience using a software practice already. Jim and Morgan hope to have an idea to present to the Board by February. They're currently researching software solutions while considering the Center's overall technological needs.

4. Update on Staff Party

- Staff and Board members had a great time. It was very well received. This is certainly an event we should host again, perhaps even twice a year. Thanks, Erin, for opening your house to all of us!

5. Upcoming Fundraisers

- Thursday, March 10th Hound of the Baskervilles. The Center has 50 seats blocked off; people can book directly through Northern Stage. We can't advertise on the listserv, but it can be publicized within the Center. Paula will make a poster with graphic information and Kristin will provide text. No posters can be hung outside the Center. We can email the pdf. within the center database and within our personal groups. Kristin will follow up about publicizing on facebook.
- Wine tasting will be covered on the agenda in February.

6. Strategic Planning Update

- Kate communicated with Lizanne Peyton and she is willing to facilitate a meeting. Kate will follow up with Brystol and Julie. Mandy Bean volunteered to join this committee.

7. Adjournment

- Meeting was adjourned.

Upcoming Meeting Dates all 5:30pm at the Center

- February 1, 2016
- March 7, 2016
- April 4, 2016
- May 2, 2016
- June 6, 2016 (Annual Corporation Meeting)