

Board of Directors Meeting Minutes

Child Care Center in Norwich

Monday, August 29, 2016

5:30-7:00 pm at the Center

Attendance

Present: Executive Director Allison Colburn; Board Members Paula Holwerda, Jane LeMasurier, Melanie Michel, Julia Rabig, Patrick Wheeler, Lily Trajman

Absent: Board Members Erin Salcone, Tracy Martino-Hsu, Melanie Michel, Paula Holwerda,

Quorum present? 4 out of 8 present (A quorum is present when more than 50% of Board members are present.)

Minutes:

Defer vote to next time; no quorum.

Tuck Fellows Session:

Scheduled for Thursday. Patrick will explain to that it's too chaotic to do here in the morning. Starts at 9:30, Patrick provides 20-minute intro, students will work for 2.5 hours, and present final recommendations at noon. Allison notes that it's the same as visit day, so she needs to be two places at once. Patrick will email the location with directions to everyone. Allison will show up at 10 for questions, then again at noon for final presentation. Patrick's office is in main building with columns, at top of stairs to left.

Fun Run: Postponed until spring due to scheduling conflict with Bayada run

- Joining Series: Consider being part of Upper Valley run series: Lily asked Jim Burnett and reports that if a run connected to member, they can post to the group. Patrick will talk to Paul Coates, who works for Lebanon Recreation Dept; they run series even though others are involved. Once we find out more, he notes, we may also have to weigh the costs of becoming sanctioned.

- Date and Planning: Agreement that Saturday May 13, right before Mother's Day would be great timing, since runners are eager to get out after the long winter. Jane suggests we do timeline and form committees in January, giving us plenty of time to market. Jane will triple check with the people to confirm date; notes that we're not married to the pies; we have the sign, but could still alter theme especially if these fall dates are too difficult.

- Themes: Board discussed possible spring themes: Lily suggested 'fling into spring' and giving out bulbs or other plants; also offering Mother's Day crafts kids could do; Patrick suggests we consider using Run Sitters, a couple who watch kids while parents run. Allison would have to check if that would comply with our insurance liability policy.

TIE TO BOARD RECRUITMENT: Patrick notes that the spring event also provides a good opportunity to advertise the annual meeting and potentially recruit new board members, esp. if we can get the programming lined up early. We need to reach out to more people—not necessarily parent—to think about the Center.

INCREASING ATTENDANCE AT ANNUAL MEETING: Board discusses need for childcare to enable more attendance, suggest that we can find some people to volunteer, but Allison says that insurance may not cover volunteers.

FALL APPEAL: Paula said she is willing to mock up something; Patrick suggests waiting until after Tuck meeting to see if students devise something that could be useful. Allison notes that we need to be prepared to give Paula some direction and consider some Red Room photos. There was also some discussion of including staff in pictures or doing a group picture. Allison noted that in past not everyone wants to be photographed. Lily will bring in good camera, or we can ask one of the teacher to take some pictures of those who are willing to be photographed.

DIRECTOR'S REPORT: Allison has hired someone today who visited classrooms twice and agreed to take position in two weeks. She worked at DHMC and another center; comes strongly recommended.

FIRE ALARM SYSTEM: Fire alarm system is not properly testing itself. Fire Dept told Allison that it's Comcast's problem; Comcast denies this. Fire alarm technician returned and swapped out dialer, which will cost \$400+ and this will hopefully resolve the problem.

FRIDGE: Works fine now, but need to schedule the removal and refilling of coolant and find leak, which the last repairperson couldn't locate. Allison notes that it should last longer because it's only 10 years old.

BOARD: Jane will contact Erin. She planned to stay through October 1, but plans may change if run is happening in spring. Is Erin is willing to continue consulting about run even as she leaves the Board, we could also make her a nonvoting member or a committee member.

Next meeting: October 3.