

Board of Directors Meeting Minutes

Child Care Center in Norwich

December 5, 2016

5:30-7:00 pm at the Center

Attendance

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

Tuck Interns: Brian Sheridan

Absent: Board Member Tracy Martino-Hsu, Paula Holwerda, Patrick Wheeler

December Meeting Agenda:

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Approve November Minutes

Director's Report

Staff Holiday Party Contribution

Tuck Fellow Update

Amazon Smile Reminder

ED Survey Review

Fun Run Committee Discussions

Meeting Minutes: Lily moves to approve, Julia seconds, minutes approved

Director's Report:

Staff Holiday Party Contribution: We discussed chipping in for wine or buying some gifts from King Arthur. There are 16 staff members. Center is paying for catering; Board members can contribute a few more bottles of wine. Board decided to buy King Arthur gift cards. Jane will get headcount and Melanie will pick them up. Board will reimburse Melanie at next meeting.

Tuck Fellows Update: Donor mgmt. software is going to be discontinued. Name that emerged from research is Little Green Light, with which Marisa happened to be familiar. Lifeline also recommends Greenlight to former customers and will help migration. Brian and Jenni created demo and found that it had all the features we need.

Allison will set up meeting with Brian and Jenni to move forward on what's needed to transition—could be imminent. Jenni and Brian are around and happy to work on that this month; next board meeting they could show Board. All good upgrades and for the right reasons. Price is \$40/month.

Patrick, Jennie, and Brian discussed hiring for work study doing social media, wanted to know if there are other digital needs they could meet. Allison concern is that students come and go and staff doesn't necessarily know how to continue the system they established. Really depends on what they need to do and whether it's appropriate. Position needs to be crafted carefully.

Amazon Smile Reminder: Make sure you log in. Jane will send Paula email to remind parents to do this.

ED Survey Review: Need to let Jane know if there are changes.

Fun Run Committee Discussions:

Lily agrees to run a craft station. Could include station for kids to make cards for mother's day.

Allison says there is a budget for supplies. We could also get donations, perhaps little flower pots for them to paint. Must make clear that parents are expected to supervise kids.

Lemonade might be better choice for spring event than cider and cheaper. Jane will email

Kristen about banner. Paula has also put together on wix.com and suggests we get sponsors and then we can advertise these—look at Bayada example. Melanie knows someone there and will see how they solicited sponsors. Allison recalls that they sent out a letter to every business. Lily says she will see about asking Ibex for prize donations; Julie suggests we also pursue the other businesses in the UP. Julia will update pie letter.

Route Run Volunteers: Patrick and Melanie; Paula will adjust map. Jane will follow up with Hope Foundation to see if we can get any volunteers.

Board Recruitment: Continue this. Marisa, Shannon, Christopher, Bree are all potential new members. Also need to figure out the potential role of staff member on the board. Needs to be rewritten and clarified in policy, especially before the next director. Another option may be a nonvoting staff rep.

Next meeting January 9, 2017