

## Board of Directors Meeting Minutes

Child Care Center in Norwich

April 3, 2017

5:30-7:00 pm at the Center

### Attendance

**Present:** Executive Director Allison Colburn; Board Members, Jane LeMasurier, Julia Rabig, Paula Howlerda, Patrick Wheeler, Hannah Caldwell, Lily Trajman

**Tuck Interns:** Brian and Jenni

**Absent:** Board Member Tracy Martino-Hsu, Melanie Michel

**Guest: Lizann Peyton**

Jane proposes that we permit Allison and interns to stay during Lizann session so we can hear their thoughts, especially since Allison has been so involved. All agree.

### April Meeting Agenda

Approve March Minutes

Director's Report

Tuck Intern Update

Exit Interview Report

Staff/Board Social Event

Fun Run Updates

Strategic Planning Update w/ Lizann Peyton (6:15)

**March minutes approved.**

### **Director's Report**

- Allison reports that enrollment is good. Staffing remains an issue for CCCN as it is for other programs in the region. CCCN is beginning to work out summer and fall enrollment.
- United Way visited to read to kids, distribute books, and promote literacy we have pictures, but need to check parental permissions before displaying; Patrick suggests this would be good to use for Fall Appeal and for website.
- Allison gave tour of center to representative from Couch Foundation (family foundation affiliated with Hypertherm). In consultation with local childcare center directors, Couch is considering funding a major childcare initiative, perhaps around training. Since the Child Care Project closed, there are no options in the area and the state of Vermont has not communicated any plans to create a replacement.
- Act 166 is slowly moving through legislature, person Allison spoke to confident it will not go into effect, which is good for us. Changes involve income sensitivity (which means no longer universal preschool) and establishment of a two-tiered system btwn public and private. Legislature is hearing from constituents that it's too soon to try to reinvent. Those of us on ground want it to continue as it has.
- Vermont Stars (quality recognition) application has been accepted at 5-star level.

### **Tuck Intern Update**

- Brian and Jenni have been digging deep into tabs that Little Green Light provides and have started an instructional manual to leave CCCN. Need to figure out cheat sheets, train relevant staff. Raise question of whether the Board should be trained.
- All agree with Allison that it would be useful for Board to do a demo with Brian and Jenni, even if they don't use it. Plans will be made for a 15-minute demo at a meeting in the near future. Board members express thanks that interns have seen us through this transition.

### **Exit Interview Report**

- Exit interview: Paula and Julia interviewed Hannah, will follow up with Allison; need to follow-up with Sarah; and Molly, whom I haven't heard back from.

### **Discussion of Staff/Board social event**

- Dinner April 11. Discussion of pushing it to May because there hasn't been time to plan and inform staff.

- Decide on Tuesday May 9 at Lily's, 6 pm. Allison will inform staff next week. That week is provider appreciation week, so it will work well. We'll do potluck and a sign-up sheet.

**Fun Run:**

- Thanks to Lily for getting out emails for pies and prizes. Board members must add selves and others to pie list.

- Lily suggests we prepare 8-12 fairly large prize baskets that are about \$100

- Massages—Allison is getting contact to Lily for this.

- Lily suggests if you do yoga, ask if they'd consider donating class.

- Julia will contact Skinny Pancake and Boloco to ask for gift certificate, suggest that you ask for \$100 for family dinner, but may not get that.

- Lily has also asked ski mountains and others with official donation forms.

- Brian will take Molly's.

- Hannah will ask boyfriend's family for horse and wagon rides in Orford

- Lily will add prize request to the Google Drive

- Julia will update pie list and share with Jane.

- Jane will ask Carpenter and Main

- Lily needs to have Board donations by next month.

Lizann Peyton visits to go over strategic planning process. Board discusses the process for informing parents and staff about strategic plan and its gradual implementation. Discussion about possibly using annual meeting for this.

Next Meeting: May 1, 2017 at 5:30.