

Board of Directors Meeting Minutes

Child Care Center in Norwich

February 6, 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

Staff members: Hannah Nadeau, Emily, Britny Morrill

Tuck Interns: Brian Sheridan

Absent: Board Member Tracy Martino-Hsu, Melanie Michel, Lily Trajman

February Meeting Agenda

Approve January Minutes; January minutes Approved

Director's Report

Staffing: Sarah is moving to Maine in two weeks; Allison has made temporary hire who graduated from Dartmouth and worked in DCCCC as well as in childcare in her hometown: Another person considering leaving as well.

New ideas for posting: Allison has tried Indeed, with which other area directors have had luck. Emphasizes importance of word-of-mouth as well.

Jane also posted for Tuck Partners; Patrick notes that people will be looking for positions in the summer or fall.

Allison posted on website and Paula will post to Facebook.

Emily suggests Upper Valley Job Search.

Paula suggests Daily UV

Britny suggests reaching out to technical colleges; Allison says they're working together to hold a job fair

Need a board volunteer to help Karen get a delayed opening notice on the website if necessary on Allison's vacation, February 16, 17, 20, & 21. Paula volunteers.

Britny asks if the snow day policy is still to have staff call parents in their classes.

Allison says we would do delayed opening at first, then call because some parents don't have web capacity.

Britny asked if she and Jody could get a list of the families who aren't in digital world so they can prioritize calling them.

Allison notes that they currently post delay/closure announcements with Vermont Association of Broadcasters for broadcast on VPR, but last time took them an hour and a half.

Allison will send an email to current families to tell them to check website or radio because you won't get personal email. It's a test run to see if we can move families to a digital system permanently. She notes that it's a good idea to re-examine the phone system.

Paula suggests we add question to survey about how families consume media and preferred method of contact.

Patrick asked for clarification that there were 102% in one room listed on the stats for January, wondered if the center is overcapacity. Allison explains we're not because that limit is internal, it's one we can exceed and still be within ratio. If it happened in nursery or red room, it would be a different story, but here we have a child who enrolled, was told the school wouldn't pay, then they withdrew but then received payment and reenrolled. Meanwhile, another child had joined. Patrick expressed concerned about consistency with limits in future cases; Allison said that this was an exception.

Tuck Intern Update:

Brian and Jennie are transition to new software—onboarding manual and want to sit down with Allison and Lisa. Hope to set up a time to sit down and get manual to you.

Exit Interviews

Julie and Paula will follow up.

Fun Run

Paula has updated map and website. There's a place to donate, it will eventually link to Network for Good (intermediary that we already have), and then to Little Green Light. Room to put sponsors there.

Sponsorships:

- Jane and Melanie will meet with Bayada on sponsorships
- Paula prepared letter, requesting money, not sure who to contact yet. Could be used at race to promote product in ranks of \$100, \$250, or \$500.
- Brian will put the list on the google drive and we'll send out letters.
- Paula also made a gmail account for the Five K so it won't fill up the CCCN's account—we can designate a board committee to check this: easyaspie5Krun@gmail.com
- Julie asked Kristin how long banner took to make.
- Jane pointed out that we also had a board with list of sponsors at last race.
- Allison suggests we could put info about center and sponsors in water bottles. Britny asks if there are companies that would be willing to donate services to print logo on labels. We could find out how much it would cost and make this a sponsorship opportunity.

Route: Melanie has to step down from that—Jane says route is well established.

Patrick: We have to cross Main St, so that's a little harder. We need to know how much interaction to have with police. Jane and Melanie can ask Bayada about coordination in town with police.

Patrick says it's too early to solicit volunteer but fairly easy, had a group of Tuck students, stationed at corners, 8-10 max on the route, 11. Tucker also has students

Jane: We asked each board member to bring one volunteer, should be two this year since we have smaller board

Julia will ask about community-service minded sororities and fraternities.

Timer: Jane notes that last year got it from Strafford, but suggests this year we buy one with a sponsor. A big screen timer would cost between \$200-300, then we'd have it for future runs and can even lease it.

Patrick suggests contact with Paul Coates at Lebanon Rec. Running Club is growing massively, now has hundreds of people; Patrick is now member and can publicize.

Registration/Waivers: Paula explains that if you sign up on website, we send you waiver and you turn in when you register and get bib

Long Range Planning/March Board Meeting Update

Lizann Peyton would like to come to next mtg. and do a presentation on the long-range planning for about half-hour. This will be executive session (board members only).

Annual Meeting

Board discusses ideas for the June meeting.

Discussion of increasing attendance: Britney notes difficulty of getting people to come after working all day.

Patrick asks what staff would like to see or what they think would interest parents.

Jane says we need an engaging speaker; last year was great.

Julia will check with Michele Tine, Dartmouth education professor and parent about after school child, about speaking.

Hannah suggests Jessica Leahy of Lyme, author of *Gift of Failure*, would be good.

Britney thinks here is better because people from community can check out the place.

Use of social media: Paula has been updating facebook with yellow room pictures to keep things lively, will pass around notices for teachers to take pictures, get people to check it, it shows up in feed.

Britny asked about having private pages for teachers to communicate with parents, snapshots of the day. Understand that it's extra time for teachers, but parents and kids liked looking at it.

