

Board of Directors Meeting Minutes

Child Care Center in Norwich

March 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, Hannah Caldwell, Melanie Michel, Lily Trajman

Staff members: Jodie Carroll

Tuck Interns: Absent on spring break.

Absent: Board Member Tracy Martino-Hsu

March Meeting Agenda

- Approve February Minutes
- Vote Hannah onto the Board!
- Director's Report
- Tuck Intern Update
- Bayada/Fun Run Update
- Exit Interviews
- ED survey synthesis and discussion (non-voting members will be excused)

Approve February Minutes:

Minutes approved with correction of Emily and Hannah's last names.

Vote Hannah Caldwell onto the Board:

Julia makes a motion; Melanie seconds; approved. Welcome to the Board, Hannah!

Director's Report:

New hire in nursery; interview tomorrow for Blue Room; and then a float for after school; Allison is hiring for immediate needs and then moving onto summer; encourages everyone to spread the word.

Tuck Intern Update

Brian and Jenni updated Allison—they are preparing training materials for Lisa and Allison regarding Little Green Light and will schedule meeting upon return.

Bayada Run Information: Melanie met with Christiane Dionne, point person for Bayada run; They used Eventbrite to set up event. Paula notes that the wix.com site she established works differently in terms of registration. Christiane says it's easy and they take care of detail. Patrick believes that it doesn't require Paypal; users can use credit card; Paula suggests we think about getting PayPal account for CCCN or using Eventbrite. Paula has created a link from wix.com to donate to CCCN, may also be able to do this with Eventbrite.

Christiane gave handwritten map of race and said Chief Doug and Norwich PD shared cones and vest, Jill Kearney was involved with route planning; said that they didn't need to arrange stand-by ambulance.

Donors: They offered three sponsorship levels and advertising at different venues. Had one or two sponsors in each level. Contacted professional affiliates and then went door-to-door in Norwich. Contacted Yellow House Media (Dave Clark) for music, and had donation bake sale that raised about \$500.

Bayada also had a volunteer who advises UVCC students to arrange for student masseuses to give massages in tent. Melanie notes that we have parents who do massage and yoga classes and she could see if they'd consider donating some time.

Good response to Bayada run, but common complaint was that it wasn't timed.

Fun Run:

- Timer: Lily thinks that Norwich Rec Dept may have timing device we could use; We can also talk to Liz Burdette in Hanover Rec or Paul Coates in Lebanon Rec. Paula will put map in Google Drive.

- Entertainment, Massage, Yoga—Board discusses whether we should do something similar, i.e. Mother’s Day massages.
 - Jane notes massage is a great idea if we can easily find a student, but yoga might be more work to arrange and further afield of our theme. Jody says Ken has offered to do bubble thing and ukulele for events here and that could work well. Lily will ask him. Hannah will volunteer with facepainting, but will need reinforcements.
 - Entertainment: Patrick thinks it’s too much to line up with everything else; but if we want to go forward, Lily will see about borrowing speakers from Rec Center.
- Plant Sale Collaboration: Melanie will talk with Lucinda at Library to see if plant sale wants to move to green; others agree that could generate more attendance for both events. Paula raised issue of parking, but board concluded there’s actually more parking downtown than near the library.
 - Prizes: Jane suggests that over the next few weeks, we each look at Brian’s list and volunteer to contact businesses.
 - Lily suggests small prizes for the top three male and female prizes and then a nice table of prizes for raffle, so that everyone can participate and sign up for specific prizes.
 - Melanie suggests clear jars like Bingo night at Marion Cross; we may be able to borrow those.
 - We could also give people tickets when they get their bib.
 - Lily agrees to be raffle point person.
 - We also need to separate prizes from sponsors so that no one approaches a company twice.
 - Jane will update this information on Google Docs and ask us all to make decisions in next two weeks.
 - Eventbrite: Jane suggests we also decide between wix.com and Eventbrite within the next week.
 - Lily finds Eventbrite very easy for this kind of event; she’ll meet with Allison to show her what’s involved. Patrick says cost for nonprofits is 2% + .99.
 - Paula will also meet with Allison and Lily and they will set it up.
 - Pie Business: Jane notes that in the past we sold pies and board agrees that we should stick with pie theme. We save fanciest for prizes.
 - Lily suggests cookies as well, so we have something small that can be sold to hungry kids cheaply.
 - We also need to get the pie slicers from Kristin.
 - Rain Plan: Jody asks about the possibility of moving into Tracey Hall if it rains, but Lily says it’s expensive and complicated. She will instead ask about community room at St. Barnabas.
 - Jane says we could probably get some borrowed pop-up tents, knows atleast two people.
 - Patrick suggests that we nix kids crafts if it’s pouring rain.
- Exit interviews:** Molly, Hannah, and Sarah have been contacted; Hannah and Sarah have responded and Paula and Julia will follow up.