

Board of Directors Meeting Minutes

Child Care Center in Norwich

May 1, 2017

5:30-7:00 pm at the Center

May Meeting Agenda

Approve April Minutes

Director's Report

Tuck Report

Staff/Board Social

June Meeting Update

Fun Run Final Plans

ED Review Goals

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

Tuck Interns: Brian and Jenni; next year's Tuck intern, Emmanuel Onyenyili

Absent: Board Member Tracy Martino-Hsu, Melanie Michel, Paula Howlerda,

April Minutes

Approved.

Director's Report

Afterschool: Numbers are up, which is unusual. Allison says that CCCN could expand for K-1. CCCN has the space and licensing capacity if she can hire additional teacher.

Budget Report: Sent around last month, review again. Allison says level funded budget except tuition, which is changed based on year to date. The 2.5% fee increase and 1.5% salary increase implemented for the last few years will happen again. Budget also figured in increase for insurance and staff training.

Differences in budget reporting from last year: Act 66 funds were broken out separately this year.

Patrick asks how Byrne Foundation grant to pay off of mortgage shows up. Allison explains that it doesn't right now because we're still paying principal.

Allison has budgeted conservatively with tuition because we don't yet know what numbers will look like.

Allison asked to explain "bad debt". This is a column for unpaid tuition, sometimes reflects a gap between subsidies and what family can pay.

Budget: Lily makes motion to approve; Patrick seconds, all approve budget.

Tuck Report:

Jenni and Brian distribute Little Green Light overview and do demonstration of cloud-based fundraising and donor mgmt.

Allison prioritized 10 functions that the Center needs. Brian and Jennie will continue to meet with Allison and Lisa and finalize the documentation.

Brian and Jenni recommend that we set up run as an event next year in Little Green Light; We can have people sign up and pay through Little Green Light.

Will allow us to analyze it as fundraiser. Have to pay extra to send email, but can print list and go from there.

Mailings: Can do form letters, can upload own templates, and customize, lots of flexibility.

Patrick asks if there's anything that they came across we shouldn't do. Jenni says the only disappointing aspect of program is that you have to pay extra for email. But otherwise, Brian notes it has more functions than we need and room to grow.

Plan to have a board log-in, as well as separate log-ins for Allison and Lisa.

Jane asks to do Board session, so we can build that institutional knowledge of Little Green Light moving forward.

Board very appreciative of Brian and Jenni for seeing this through and doing an excellent job in explaining the process at every step.

June Annual Meeting: Monday June 5

Lizann Peyton will attend June mtg to present to staff and parents on strategic planning; we'll send notices out in advance. Jane notes that attendance hasn't been strong in the past, but may be more this year because of topic. Plan for 15 minutes of mingling/socialization; followed by presentation; followed by Board mtg.

Fun Run

We run through committee responsibilities; Julia will post this week's to-do list on Google
Route run: Patrick has asked Tuck folks, but no confirmation yet; also sent a note to the Upper Valley Running Club. Knows that people have linked to sign up, but no one contacted about volunteering.

Need to find some other volunteers. Although it's possible that the posts haven't yet been sent to all groups.

Jenni and Brian suggest that time commitment be made clear; they can ramp up pressure depending on needs.

Jane has breakdown as follows:

Registration 10:30-12: 2 people

Jenni and Paula

Start/Finish: 2 people

Brian and Hannah

Kids Run: 1 person

Route: 6-8 people for 6 turns—wear bright colors

Jason

Glen

Patrick's parents (Lynn and Steve)

Jeff

Route Driver: Patrick

Pies: 3 people (others from registration can join)

Julia

Jane

Jenni's friend

Kristin

Craft tables: Lily is handling with Melanie

Raffles at 11:45:

Jenni

Kids Run:

Jane

Brian will come back to Patrick with 3 people

Needs for Run:

Stamp and stamp pad: Allison

Start up cash and cash box: Allison

Registration list: Paula

8-9 folding tables: Lily will talk to Miranda about using tables that Women's Club bought for Tracey Hall; If unavailable, Lily can get 1, Brian 1, Jane 1, Allison 1, Paula 1, Graham's mom 1;

We can buy another if necessary

Plastic tablecloth rolls: Lily will ask at party city

Tape, pens, clipboards; Allison

Folding chairs: Jennie 4, Jane some

Canopy: Brian will bring pop-up tent

Big tent: Jane could borrow if pouring

Finish line: Allison will ask class to make
Extra registration and credit card forms: Allison will bring
Prizes: Keep the prettiest pie for prizes
Polaroid: Lily is buying for craft table
Bring receipts for reimbursement.
Plates, forks, napkins: Allison
Whipped cream: Julia will get with Hannaford gift certificate
Cones: Jane
Pie cutter: Julia will get from Kristin

Last-minute Publicity

Send schedules to list-serve Thetford, Lyme, Norwich, Hanover, Upper Valley, postings and emailing parents: Allison and Lily, needs to happen frequently

Daily UV: Jane

Valley News: Julia will find out about putting in calendar of Valley News

Personal emails to friends and neighbors: Everyone!!!

Allison's Goals:

Needs help creating committee to look at fee scale, equity, and scheduling; needs to identify people who know the inside of the center. We could use Tuck fellows, but also need people who know center and the issues in early childcare. We need to develop user-friendly, transparent fee scale; could be a 2 year process.

Jane has contacted Marlene MacDonald and given her overview, but has not yet heard back; She is former Board Treasurer who has done some of this.

Still need to bring in enough money and be socioeconomically diverse; Lily would like to be a part of that discussion.

Jane suggests that we try to come up with committee and address this by August.

Patrick had a question on team-building and what's been done. Allison has hired Gabrielle Lueck for strengths quest. Staff do online piece and then she follows up with session here, tailored to what online part reveals. She had to push it back to May. Allison will reassess after that, and Gabrielle will either come back or we'll do something else.

Will keep Board posted on what happens with that.

Julia and Jane also spoke with Allison about both short-term and long-term goals; Will check in Sept about short-term fulfillment. Staff meetings have come up a lot and Allison and Karen are working to get that in place. That was something that came up in all the surveys.

Jane: Think that staff will be pleased to hear about the changes coming fall because they speak to some of the ongoing staff desires and concerns.