

Child Care Center in Norwich
December 4, 2017
5:30-7:00 pm at the Center

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

Absent: Marisa Donovan

Tuck Interns: Absent for break.

Minutes: Minutes for Nov approved: Jane makes motion, Lily seconds.

Jane welcomes Matt and gives brief overview of Board function.

Director's Report:

Act 166 update: New rules being submitted to legislature, but unsure of what they will be. They are trying to avoid some duplication, so requirements are aligned; community programs will answer to Dept. of Human Services. State may come up with centralized application, reporting process.

Discussed CCCN as a short-term fiscal agent to manage Couch Foundation grant for staff training: Local providers had approached Vital Communities and others about fiscal sponsorship for this grant. They can't do it immediately, but perhaps in future. Meanwhile, Allison has spoke to bookkeeper, thinks CCCN could do it temporarily.

Fall Appeal: Thanks to Marisa for personalizing it; send any address changes or errors you notice to Allison.

Printing: Concern that font was too small; should be bigger next time.

Hannah suggests Brian Grady at Peekaboo in Hanover, as he's been very helpful to the Family Place. The banner for the race also needs to be reprinted every year and Jane goes to Rochester, but Allison could take it to Budget Print this year on her way home.

Fun Run Planning: May 12, 2018. The green and bandstand booked from 10-3. Jane gave an overview of the event and suggests we start planning now. Since we're a small board, maybe now is the time to reach out to larger community to join in the event and to think about it as a way to recruit people.

Committees: Jane has created a 2018 folder and moved some materials over and made separate committee folders.

· Route Run & Registration: Jane will helm this. We need to have people there in the morning; Mark's friend will help us set up event registrations using PayPal; Jeff Sharlet will volunteer; Lily suggests we also do an Eventbrite (it will accept PayPal).

- Volunteer: Hannah in charge. She suggests contacting Hypertherm. We can also ask Tuck interns; Youth in Action (they can do crafts and Fun Run, but not route)
- Pie Pavilion: Julia will do this. Suggests we give away pie; no bake sale this year; save some attractive pies to sell.
- Craft Station: Megan Bogonovitch may be able to do it—Lily will ask.
- Baskets: Lily and everyone. In February, Lily will send out letter to parents to see what they can donate. Then we need to hit the streets and approach businesses. Some online stuff to apply for (Vt. Teddy Bear Co, Jay Peak, etc.); Lily needs help selling baskets, some people to sit outside Dan & Whit's.
- Marisa: Publicity
- Entertainment: Bubble man again (Ken); What about music? Board discusses whether to pay someone or ask someone to donate time to play. Lily points out that it's very weather dependent, may be risky to book a band. Allison suggests we also ask parents to see if there are any connections. Matt suggests Upper Valley Music Center, there may be teachers willing to play and maybe they'd also donate a free class to a gift basket. Julia will ask Annemieke and Jeremiah McLane (former CCCN parents) if they'd be willing.
- Lily suggests we could ask about White River Budokon demonstration. Discussion of bringing a piece of equipment like Touch-a-Truck, but only if we could get it on the green so event is not too spread out.
- Prizes: We did not do this last year, should we this year? Lily suggests we do the kids Fun Run prize, but not for adults, as it gets complicated with when have so much else going on.
- Water: Ask BJs for water this year (Julia).
- Route: The route is not quite 5 K, so Board discusses additions and other configurations. These would extend the route beyond 5K, so board members decide to stick with current route.
- Day of Event Committee: Jane
- Save the Date: Decide against this, but email parents, and be sure to do listserves.

Fundraising goals: Our goal is \$5000. Last year was btwn \$4-5000. Raffle was the main attraction.

Pricing: \$15/ individual; \$25/family

What about having race as a qualifier as discussed in the past? Lily says that we need to have someone there and to examine the route and get accreditation. Not necessarily worthwhile b/c serious runners aren't going to need fun run.

Jane reminds us to find helpers.

Yellow Room/Move to the new administrative structure: Allison and Karen are talking about making the yellow room just an Act 166 room. She is doing more to meet with teams and take on the new role now that the center has coverage. Allison has taken a break in hiring b/c there are so many new people on staff. Team mtgs are taking place within classrooms. Karen has done observations in the classrooms.

NAEYC process (every 5 years): Every classroom has to create classroom portfolio that addresses certain topics. New streamlined process; they will look at all the portfolios and Center must meet 80% of their criteria. Some classrooms can use past materials; others will have to write new material. They also observe one classroom in each age group and provide a checklist for criteria. It's a more transparent process than in the past where criteria were randomly chosen from list of 250. Allison does a program portfolio. They have to come within 6 months of submission of materials (end of January); and they will give Allison a 15-day window; then call the night before. Allison has been moving staff around so they have couple hours to work on this every week.

Provider Appreciation: Pick a date in February/early March—we need to do this earlier b/c this year the actual day is the day before the Fun Run. After discussion of several options, Board decides on a teacher appreciation envelope for all the teachers to which parents may contribute. It will be divided among them. Allison suggests we send out an email to parents the month before (April).