

**Child Care Center in Norwich**  
**February 5, 2018**  
**5:30-7:00 pm at the Center**

**Present:** Jane LeMasurier, Marisa Donovan, Lily Trajman, Allison Colburn, Julia Rabig, Brie Swenson

**Absent:** Hannah Caldwell

**Tuck Interns:** Absent

**December Minutes:** Jane makes motion, Lily seconds, approved.

**Director's Report:** Bill Hammond at Marion Cross invited Allison to a meeting about preschool because they will be voting on the Act 166 program. The Marion Cross preschool coordinator asked Allison if CCCN would consider an after-preschool program. Allison said it's not a feasible business model for CCCN to do afternoons and not best practice to move kids of that age between programs in the middle of the day. We only have one or two kids who are currently here just for the 10 hours, so Allison is not concerned that a Marion Cross preschool program majorly impact CCCN enrollment.

Allison clarified that the lower enrollment numbers on Director's report for this month compared to last year at this time has to do in part with staffing.

Byrne Foundation follow-up: CCCCN received the second \$50,000 check. If Board approves, Allison will pay off mortgage balance of \$67,027 with Byrne funds, and remaining \$17,027 from the \$112,000 CCCN has in its bank account, which will still leave a cushion.

Jane makes motion, Lily seconds; all approved. Mortgage will be paid off!

**Tuck Interns:** They are continuing research and plan to follow up.

**Database/Fundraising:** Marisa looked at Little Green Light database with Jane, Allison, and Lisa. Thinks it's a robust choice that CCCN is using well. There are some issues with the migration of data (things missing, oddly imported, and inconsistent). Marisa would like to work with Lisa to figure out the service contract and Allison will put Marisa in touch with Bryan who arranged that last year. Marisa would like to go through a very basic training. Allison will show her the old system for comparison's sake.

Marisa suggested that going forward we add each kid as their own record, esp if we want to keep in touch with alumni going forward. Now the kids live in a free text field, from which is hard to extract data.

Allison reminded us that we discussed having a board log-in so others can become familiar with it and allow them to access on read-only basis for fundraising.

Marisa will talk with Bryan, get own log-in. Lisa noted that CCCN has paper files going back to the 1970s. There are possibilities to build this out for fundraising as Allison notes that kids who attended who are now in their 30s contribute consistently.

Brie suggests that late spring/early summer also good time to solicit corporate donations.

Jane notes that this could be tied to fundraising goals we work out over several years.

Marisa asked about where fundraising fit in the last strategic plan; Allison clarified that the last strategic planning process was focused on structure.

Brie asked about whether or not there's a budgeting subcommittee for doing this, but the small size of the Board has made subcommittees difficult.

Allison notes that in an ideal world, you start from scratch with a budget, total up costs, and turn to revenue. Allison doesn't do that b/c we already know how much goes (87%) to pay salaries.

Marisa suggests it could be useful to think about for the future. We discuss whether there are philanthropic opportunities untapped.

**Wine tasting:** Wed, May 9, We must get tickets earlier this year for center and advertise more heavily.

**Board Mtg Survey:** See if there's potential to bring in more board members with another mtg time (perhaps morning, Brie suggests lunch mtg, ask whether lack of childcare is a barrier)

Discussion of other surveys CCCN has conducted and if there are other kinds of information that we could elicit; Allison points out that the exec dir survey does not include that information.

Allison suggests space for comments on the off-chance someone may fill them in.

**Fun Run:** White River Budakon—maybe get a demonstration. Brie agrees to do the kids run around the green.

We can bring some slip and slides, or tires, for obstacles, tunnels.

**Audubon outdoor program:** Brie has been working with Audubon to establish outdoor education program and they think that Norwich is a great location. Trails are already maintained. Programming split between CCCN and Montshire with Audubon teachers. Audubon typically offers programs that run during the school year, and as an afterschool program for older kids. You can also do an Audubon preschool.

Allison notes that CCCN has an empty morning classroom and thinks it's an interesting option to pursue. Afternoon would be tough for CCCN given current obligations, but Brie points out that this part could be done at Montshire.

Brie will set up a time with Audubon and Allison to learn more about it. Revenue: Audubon would collect and distribute. Allison has spoken with Marcus at Montshire about collaboration in the past and this may work well.

Discussion of all the ways this could work. Jane pointed out that this could be attractive to staff, as well as parents given the growing popularity of such programs.