

Board of Directors Meeting Minutes

Child Care Center in Norwich

October 2, 2017

5:30-7:00 pm at the Center

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

Absent: Cassandra Farnow

Tuck Interns: Mark Emmanuel

Staff: Cherie Landi

Minutes: Jane makes motion; Lily seconds; all approve September minutes.

Director's Report

Act 166: If Act 166 moves in-house, there will still be options. School can't determine that students use a particular preschool, they have to use qualified providers. We may get kids from surrounding areas.

Well issues: Coliform was found after first shock to well, but no e-coli; he did it a second time and will do a repeat test this week. He'll do another test end of this month, if we have anything going on it will show itself in final test. State has been informed. Our well is extremely hard to shock—hard to get chlorine to stay there long enough to get in the system. You have to do pellets or granules that will stay put.

Staffing: One resume, but no movement on staffing

Red room has fewer on waiting list; blue and yellow and nursery more full.

Fee Structure:

Skip until we can talk with interns about comparisons.

Fall Appeal:

Jane and Marisa met to talk about more long-term fundraising strategy, beyond appeal. Marisa proposed looking at mission statement as a group to see if there are things we want to tweak. Not to completely revise—a lot of work went into crafting it.

Marisa reports that she read through materials: Laughter, warmth, and respect are kind of broad terms, perhaps we could be more specific. There are things that set CCCN apart that we could perhaps work into mission statement.

Allison said she spoke to Liz Ann about approaching this when she does Board training.

Marisa suggests we find a way to add something about play-based philosophy. What's makes it unique? Also fix the second "there" which is grammatically awkward.

Allison suggests the language should reflect research and concerns in early childhood now, like intentionality.

We should consider pulling in Wendy Teller-Elsberg, who is a tremendous wordsmith. Allison suggests we bring Karen in as well. Marisa suggests we do brainstorming and compile list.

Jane mentions that parents have contacted her to find out what happens in the classroom, perhaps the statement could speak to that.

Marisa wondered what if Allison could share with us a pithy story about child whose life was changed. We can't have too much detail because of privacy, small community.

Cheri mentioned that parents have written beautiful letters to teachers over the years about this—maybe we could use some of those examples with permission.

Allison may also be able to furnish connections to a family that may be able to share their story.

Marisa suggests that appeal be personalized and come from Allison instead of the Board since people know her more than Board members. Allison will consider.

Jane confirms that Paula has agreed to help with design; Hannah will take pictures on Columbus Day; Allison can get permission from families.

Marisa thinks that Little Green Light is capable of personalization, Allison will talk to Lisa.

Jane notes that we usually have this done by November meeting and have them sent out before Thanksgiving.

Jane will collaborate with Marisa on text.

Pennies for Change: Marisa picked up Pennies for Change application for the Co-op. Lily reminds us to write CCCN on back of receipt of D&W (>\$10) and pit in bin.

Touch a Truck

Hannah will do Facepaint
Board and Volunteers carpool or park by dumpster

Everyone should bring one friend for help with parking, watching kids on equipment

We need adult folding chairs; Hannah suggests moving plastic one.

Cheri says Center's facepaint supply is low; Hannah will get stuff at Michael's and Allison will reimburse.

Hardhats and reflective vests—hardhats seem more expensive and Cheri points out that cheap breakable ones could just end up in trash. We decide on stickers.

Jane suggests Board members to dress up—if we want to.

Lily delegates times when we each post to town and UV listserves.

Sign up for baked goods.

November meeting

Liz Ann Peyton will do training; reminder that we need to recruit; November is a good month to find out what the Board does

Tuck Intern Report

Paypal: Mark wants to find out how the website works; need to get the plug-in and add to website and link to PayPal

Fee structure: Mark says there isn't another school like this! Has researched schools in three different states now and can't find similar set up. He and Cassandra think they can build an excel file that could capture all the nuances.

If excel is not the answer, we could look into programmable or customized options. There is enough time to test.

Interns want to get some Tuck classmates to contribute to things they care about—Tuck Stuff store donates money to organizations during the holidays, Mark works on this and will see about including CCCN.

Lily, Mark, Allison, and Cassandra and will sit down to compare spreadsheets; Allison will email.

Marisa asks—is Paypal definitely the way to go? Also authorize.net? It's branded and widely known, but are there others that have lower fees?

Mark says classmates worked on project of payment options for foundations and he asked, she recommended Paypal for an organization of our scale.

Allison points out that many people are familiar and comfortable with Paypal.

Look for Dan to post D&W winetasting dates and seize one ASAP—it's first come/first served.

November meeting with me Liz Ann's presentation and divvying up appeal letters.

Allison will figure out how to cull the names of the prior donors and people whose appeals should be personalized.